

FEDERAL BUREAU OF INVESTIGATION
FOI/PA
DELETED PAGE INFORMATION SHEET
FOI/PA# 1346539-0

Total Deleted Page(s) = 24

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Page 6 ~ b7E;
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Page 19 ~ Duplicate - 66-HQ-17381-370;
Page 20 ~ Duplicate - 66-HQ-17381-370;
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Page 26 ~ Referral/Direct;
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Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *WPK*

DATE: August 24, 1954

FROM : R. R. Roach *R*SUBJECT: BUREAU WAR PLANS - PAYMENT OF
SALARIES AND PAYMENT FOR NECESSARY
SERVICES AND SUPPLIES IN THE EVENT
OF EVACUATION OF WASHINGTON, D. C.

Tolson

Boardman

Nichols

Belmont

Parsons

Rosen

Tamm

Sizoo

Winterrowd

Tele. Room

Holloman

Gandy

Re memorandum from The Executives Conference to Mr. Tolson dated August 16, 1954, in which it was recommended that Liaison make appropriate contact with the Treasury Department to ascertain plans for meeting payrolls and other necessary disbursements during an emergency or evacuation.

This problem was discussed with Mr. Edward Heid, Administrative Division, Treasury Department, on August 19, 1954, and with Mr. James Stover of the Administrative Division and Mr. J. F. Cannon, Chief, Disbursing Office, Treasury Department, on August 23, 1954. According to these individuals, it was thought that the best way for the Bureau to handle the meeting of payrolls and other necessary disbursements for equipment, supplies, etc., during an emergency would be to designate "the highest surviving officer" in any of the respective Field Divisions as the person to designate the certifying officer who would certify as to the vouchers for payrolls and other disbursements. Mr. Cannon stated that arrangements have been made with the respective regional disbursing offices of the Treasury Department to honor the vouchers received from such individuals. Cannon further stated that it would be inadvisable to designate any one particular person at this time in view of the constant changes of Bureau personnel and also in view of the possibility of the named individuals being among those killed in the event of an attack.

Cannon suggested that the Bureau issue the stand-by instructions to the respective Offices and in the event it became necessary to set such a plan in operation, then the highest surviving official could designate the certifying officer and at the time of designating this officer, it would be necessary to fill out the designation form in duplicate, along with three signature cards of the individual so named. A bond would also be necessary. However, Cannon advised that instructions had been issued to the regional disbursing offices to accept such bonds on the spot, disburse the necessary funds immediately, and the regional disbursing officer would not have to wait for the approval of such bond before making the

66-17381-376

DJS:lw

Attachment

1 - Mr. McArdle

1 - Mr. N. P. Callahan

64 OCT 28 1954 6766

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EX-128

Memo to Belmont

disbursement. This procedure, according to Cannon, would apply whether it was for the purpose of meeting payrolls or other necessary disbursements.

According to Cannon, the Treasury Department was also prepared with mobile units to travel throughout their respective regional disbursing office divisions. In the event the regional disbursing office was destroyed, then the mobile units would be used until such time as the disbursing office became operational again. Cannon stated that at the present time instructions to the respective Government agencies relative to this matter are being revised and as soon as a revised copy is available, he will forward same to the Bureau.

Attached hereto is a chart showing the regional offices of the Division of Disbursement, U. S. Treasury.

RECOMMENDATION:

That this memorandum be forwarded to the Administrative Division for its information.

*Noted
JEM - msc
9/9*

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 8/16/54

FROM : The Executives Conference

SUBJECT:

BUREAU WAR PLANS - EMERGENCY HEADQUARTERS FOR SOG.
 PAYMENT OF SALARIES AND PAYMENT FOR
 NECESSARY SERVICES AND SUPPLIES IN THE
 EVENT OF EVACUATION OF WASHINGTON, D. C.

Tolson
 Boardman
 Nichols
 Belmont
 Harbo
 Mohr
 Parsons
 Rosen
 Tamm
 Sizoo
 Winterrowd
 Tele. Room
 Holloman
 Gandy

Conference was advised that there is no indication in Bureau records that the Treasury Department has any provision for payment of Bureau salaries or payment for necessary equipment, services and supplies in the event normal procedures now employed cannot be followed.

It was suggested to the Conference that Administrative Division ascertain from the appropriate Treasury officials -

(1) What, if any, plans Treasury has for meeting the payrolls and other necessary disbursements for equipment, services and supplies incurred by government agencies during periods of emergency?

(2) If Treasury plans payments on an regional basis, what steps must the Bureau take to insure that our various Field Offices can certify Bureau vouchers to the Treasury for payment? Similarly, what steps must be taken to certify to the Treasury for payment of vouchers for equipment, services and supplies needed by the various field installations?

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

Present at the Executives Conference 8/16/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire and Mason. The Conference unanimously recommended that the Liaison Section make appropriate contact with the Treasury Department to ascertain plans for meeting payrolls during any emergency or evacuation period.

cc: Mr. Harbo
 Mr. Sizoo

JEM:nfp

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EX-128

66-17381-377

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Parsons *P*

FROM : I. W. Conrad *IWC*

SUBJECT: WAR PLANS
EVACUATION PERSONNEL

DATE: 8-18-54

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

Mr. [Signature]

On the hypothetical basis suggested by the Training and Inspection Division that all radio, telephone, and teletype communication facilities were installed ready-to-go at a chosen relocation center, it is considered that the following key personnel should be evacuated to the relocation center during the first twenty-four hours of an emergency:

PERSONNELDUTIES

D. J. Parsons	Administrative, organization, and evaluation
I. W. Conrad	
M. E. Keough	Secretary-Stenography
G. A. Berley	Sabotage, explosives, weapons, locks
M. E. Williams	
T. D. Beach	Chemical warfare, Bacteriological warfare
C. F. Downing	Secret writing, cryptography, chemistry
F. M. Miller	
R. L. Millen	Communications maintenance and continuity
J. M. Matter	

It will be observed that the above personnel have been selected primarily to handle general administration, evaluation, security, and protection functions.

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378

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SEP 10 1954

1 - Mr. McArdle

IWC:ctw

SEP 17 1954

BUREAU WAR PLANS - EMERGENCY HEADQUARTERS FOR S.O.C.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR *PM*
 FROM : L. J. GAUTHIER *sf*
 SUBJECT: War Plans
 Administrative Division
 EVACUEE GROUPS

DATE: September 1,
1954

Tolson _____
 Boardman _____
 Nichols _____
 Belmont _____
 Harbo _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Sizoo _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

Under present planning six (6) employees of the Administrative Division are scheduled to proceed to the Relocation Site to assist in the re-establishment of key functions away from Washington, D. C. during the initial stages of a national emergency. As you know, these employees are considered adequate in number and experience to handle limited key functions of the Administrative Division at the site during such time that regular units of operation can continue to function in Washington, D. C.

In addition to this spearhead group additional employees of the Administrative Division will be available as a standby group to be assigned to the site in the event it becomes necessary to extend operations away from Washington, D. C.

In order that the Bureau war plans may be complete, information concerning manner of notifying evacuees and the transportation they will utilize in reaching the site is set forth as follows:

SPEARHEAD EVACUEE GROUP:

<u>EVACUEE</u>	<u>TO BE NOTIFIED BY</u>	<u>TRANS-PORTATION</u>
J. P. Mohr [redacted] [redacted]	Carl Hennrich	H. L. Edwards
H. L. Edwards [redacted] [redacted]	J. P. Mohr	Personal car
Alfred M. Newman, [redacted] [redacted]	J. P. Mohr	Personal car
[redacted]	H. L. Edwards	A. M. Newman

b6
b7c

LJG:imk

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EX - 117

CC: Training and Inspection Division

J. P. Mohr

Lloyd Davidson

D. M. Weber

H. L. Edwards

A. M. Newman

G. M. Tietgen

L. J. Gauthier

E. C. Kennedy

66-1231-379
[initials]

Memo to Mr. Mohr
September 1, 1954

[REDACTED] H. L. Edwards A. M. Newman

b6
b7C

[REDACTED] H. L. Edwards A. M. Newman

STANDBY EVACUEE GROUP:

In order to provide alternates for the spearhead group and further to have available evacuees to supplement the initial staff in handling increases in workloads that may occur at the site during an extended period of operation away from Washington, D. C., the arrangements set forth under "Evacuee List" in the Administrative Division War Plans as amended July 1, 1954, will continue to be operative. This plan as can be seen provides for notification and arrangements for transportation for evacuees through Special Agent group leaders from residences of certain Special Agents living in Virginia and Maryland as rallying points from which evacuees can proceed to the relocation site.

September 1, 1954

Chief, Army Communication Service Division
Office of the Chief Signal Officer
The Pentagon
Washington 25, D. C.

Attention: Chief, Control and Security Office

Dear Sir:

Reference is made to Federal Bureau of Investigation letter dated March 31, 1953, which requested that arrangements be made for the following personnel of the FBI to have access to certain technical areas under the control of Fort Ritchie, Maryland:

Ivan W. Conrad
Richard L. Millen
Gordon L. Davy
Wilbur E. Stahl
Arthur J. Baker

Confirming oral conversations between Captain Telling of your office and Special Agent A. J. Baker of this Bureau, this is to advise that the above-mentioned personnel are all cleared to receive classified material up to and including Top Secret.

RECORDED - 9 64-1700-380

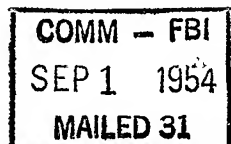
Very truly yours,

EX-110

SEP 2 1954
113

John Edgar Hoover
Director

AJB:KMB



olson
cardinal
scholt
elijah
bride
nhr
prson
Rser
Tinn
Sbo
Wherrod
Tel. Room
Holoman
any

September 13, 1954

MEMORANDUM TO: MR. TOLSON
MR. NICHOLS
MR. BOARDMAN
MR. BELMONT
MR. MOHR
MR. HARBO
MR. ROSEN
MR. TAMM
MR. PARSONS
MR. HOLLOMAN
MR. SIZOO

RE: WAR PLANS - RELOCATION SITE

Auxiliary Site For S.O.C.

On 9-9-54 Quantico was approved as the Bureau relocation site. Formal approval will be obtained from the Office of Defense Mobilization. (Prior oral approval has been received.) You should take immediate steps to re-evaluate the war plans of your division in light of the new relocation site and see to it that all problems connected therewith are resolved, and appropriate action taken. Therever necessary revised pages must be submitted for the war plans of your division.

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It is the responsibility of each person receiving a copy of this communication to review the war plans of his division and insure that they are complete and workable under emergency conditions.

Under the present emergency evacuation plans a total of 173 evacuees is considered sufficient for the first 24 to 48 hours. Employees are allocated for this initial emergency period as follows:

<u>Front Offices</u>	<u>Evacuees</u>	<u>Divisions</u>	<u>Evacuees</u>
Director	8	Identification	2
Mr. Tolson	5	Training and Inspection	3
Mr. Nichols	5	Administrative	6
Mr. Boardman	5	Records and Communications	41
		Domestic Intelligence	82
		Investigative	6
		Laboratory	10

MAILED 4
SEP 15 1954
COMM-FBI

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

All details connected with Bureau war plans for your Division must be completed prior to 9-22-54.

JEM:jmf

Very truly yours,

Per Director's approval
of Executives Conference
memo of 9-9-54.

John Edgar Hoover
Director

FP 13 5 00 PM '54
RECEIVED READING ROOM
FBI

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The Attorney General

September 13, 1954

Director, FBI

Office
Office

WAR PLANS - RELOCATION SITE

Auxiliary space For S.O.G.

You will recall that on July 26, 1954, I advised you that we were considering using the FBI facilities on the U. S. Marine Corps base at Quantico as our emergency relocation site. We have completed our preliminary inquiries as to the possibility of obtaining appropriate communications facilities at Quantico and have determined that these can be obtained.

I am directing a communication to Dr. Arthur J. Fleming, Director, Office of Defense Mobilization, informing him of my decision to use our Quantico facilities as our emergency relocation site.

Pending receipt of formal approval of this decision from the Office of Defense Mobilization no actual installations of necessary communications equipment will be made at Quantico. As soon as such approval is obtained, however, we will proceed with haste to ready this installation as our emergency relocation site. You will be advised when this approval has been received.

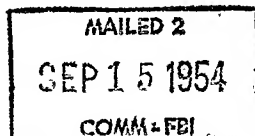
RECORDED - 23

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RECEIVED
SEP 13 5 00 PM '54
FBI

EX. - 117

JEM:jmf



Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

September 13, 1954

MEMORANDUM TO: MR. NICHOLS
MR. BOARDMAN
MR. PARSONS

RE: WAR PLANS - COMMUNICATIONS FACILITIES

In approving Quantico as the Bureau relocation site, I desire that the Records and Communications Division, on a continuing basis, maintain contact with appropriate telephone company officials with a view to the possibility of their providing increased telephone and teletype facilities at a more reasonable figure than presently quoted.

It is my desire that, where possible, steps be taken to provide communications equipment, both telephone and radio, at Quantico with which to carry on emergency operations before all similar equipment is dismantled at Shepherdstown. The Bureau must not find itself in the position of being unable to carry out its responsibilities to the country at either the Quantico or Shepherdstown relocation site at any one given time.

As you are aware, the Office of Defense Mobilization correlates all emergency relocation plans for the White House. A communication is being directed to the ODM advising them of our selection of Quantico and requesting their formal approval. (Previous oral approval has been obtained.) Until this formal approval is obtained, no funds should be expended to ready Quantico for emergency relocation; however, all other necessary plans should be perfected immediately.

Very truly yours,

John Edgar Hoover
Director

JEM:jmf

166-17381-
NOT RECORDED
176 SEP 17 1954

~~Bureau of Investigation~~
United States Department of Justice
Dallas 2, Texas
September 17, 1954

ATTENTION: Training and Inspection
Division

PERSONAL AND ~~CONFIDENTIAL~~

esa
Director, FBI

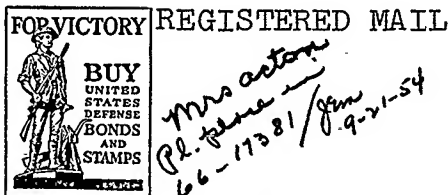
Dear Sir: Bureau War Plans Auxiliary space For S.O.G.

Pursuant to Bureau instructions August 26, 1954, there are returned herewith all documents relating to the emergency chain of command and Bureau relocation site.

Very truly yours,

W. A. Murphy
W. A. MURPHY
Special Agent in Charge

Enc.
WAM:FB



RECORDED - 116

711 - XJ

66-17381-384
13 SEP 22 54
M. J. ...
2. 82

51 SEP 27 1954



United States Department of Justice
Federal Bureau of Investigation
Washington 25, D. C.

IN REPLY, PLEASE REFER TO
FILE NO. _____

August 26, 1954

PERSONAL AND CONFIDENTIAL

Mr. W. A. Murphy
Federal Bureau of Investigation
1114 Commerce Street
Dallas 2, Texas

Dear Mr. Murphy:

The Bureau has revised its chain of command and you have been relieved of your responsibilities in connection therewith insofar as Seat of Government operations are concerned.

It is desired that you return to the Bureau, Attention Training and Inspection Division, all documents and letters you have received that in any way indicate you have had a connection with the emergency chain of command of the Bureau, and any documents pertaining to the Bureau relocation site.

Very truly yours,

J. Edgar Hoover
John Edgar Hoover
Director

SEARCHED.....	INDEXED.....
SERIALIZED.....	FILED.....
SEP 8 - 1954	
FBI - DALLAS	

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. HARBO

DATE: Aug. 6, 1954

FROM : D. J. PARSONS

SUBJECT: WAR PLANSAuxiliary of G-1 For S.O.G.

Tolson _____
 Boardman _____
 Nichols _____
 Belmont _____
 Harbo _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Sizoo _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

The Director's memorandum of July 26, 1954, requested information as to records which should be duplicated and stored out of Washington for safekeeping in the event of bombing. Two categories were set forth which are separately discussed.

Under category (a) consideration has been given to records which would be needed for prosecution of the war and should be immediately available at the relocation headquarters. In this category the Laboratory has already duplicated the Security File which contains samples of handwriting, handprinting and typewriting of security subjects in order to identify and connect sources of material recovered in security cases. Each 90 days reproductions are made of all ^{new} specimens and forwarded to the place of safekeeping. The Laboratory has no other material falling within this category.

The second category (b) concerns irreplaceable records not immediately needed at the relocation center, but which would be necessary for the resumption of normal operations. In this category the Laboratory has duplicated the Typewriting Standards File which because of the difficulty of replacing, has been stored with the security index and other records needed for the immediate prosecution of the war. These have been removed from that category and will be sent to Quantico as a place of safekeeping. No other records or material is recommended by the Laboratory for this category.

While the Laboratory has many other reference files which would be difficult or impossible to entirely replace, the difficulty in duplicating and storing these files makes such a procedure unfeasible. Such things as the reference collection of firearms, the automotive paint file, ammunition specimens, etc., if totally destroyed, would have to be started again with the resumption of normal operations.

ACTION: For information.

DJP/mek

RECORDED - 14

EX-130

SEP 22 1954

72 SEP 28 1954

1.4

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo *PH*DATE: 8/27/54 *PH*

FROM : E. D. Mason

SUBJECT:

Bureau
WAR PLANS Auxiliary
Space For S.O.G.

Tolson	✓
Boardman	✓
Nichols	✓
Belmont	✓
Parsons	✓
Rosen	✓
Tamm	✓
Sizoo	✓
Winterrowd	✓
Tele. Room	✓
Holloman	✓
Gandy	✓

Reference is made to the Director's memorandum to Assistant Attorney General S. A. Andretta, 8/17/54, requesting the Department to review a document entitled "Maintenance of Executive Direction" prepared by the Office of Defense Mobilization and submitted to the Department on or about 3/8/54.

On 8/23/54, Mr. E. E. Ford of the Department telephonically contacted J. E. McArdle and requested that he review the pertinent document in Mr. Ford's possession.

McArdle did review the document in question and ascertained that it contained no information which the Bureau did not already have. It was ascertained, however, that Mr. Ford was in possession of a document from the Office of Defense Mobilization dated 3/8/54 entitled "Criteria Governing Determination of Essential Functions in Event of Attack of Government." This document reflects that since the use of nuclear weapons may result in damage to buildings within a radius of 10 miles, it must be assumed that Government personnel living or working in a principal target zone anywhere in the United States at the time of attack will be endangered. That final reliance for the continuity of Government operations must be placed on facilities and personnel located outside principal target zones in advance of hostilities. The document goes on to point out that in the event of nuclear attack, the District of Columbia would be a primary target. The enemy would expect to make the effort worthwhile, i.e. destroy the Seat of Government.

This document further points out that even though protective measures are taken, communications between major urban areas will be disrupted either by the attacks themselves or by flood of priority calls following attacks, therefore, regional offices should be able to operate on their own for from 48 to 72 hours.

By way of administrative criteria, the document points out that the threat of an attack is assumed to be permanent and, therefore, plans must embody permanent arrangements for insuring

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13 SEP 17 1954

EX-130

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Attachment

JEM:dmb

2-124

the continuity of Government and adds that any agency planning to insure continuity of Government must take into consideration:

- a. The United States as a battlefield.
- b. Demolition of Governmental ~~come~~ at Washington, D. C.
- c. Possibility of widespread and simultaneous attacks on major urban areas, which are also the centers of Central Federal field operations.
- d. Immediate termination of all activities not absolutely essential to bedrock continuity of Government for a period of time after the attack and for planning purposes, this period should be considered as one year.

Among the essential bedrock operations of this Government would be the protection of the internal security of the country including apprehension and custody of saboteurs and enemy aliens, protection of vital installations and personnel, and prosecution of persons endangering the country's security. It is further pointed out that all employees performing essential functions should be earmarked for special consideration, that agencies and individuals sharing in the Chief Executive's functions of direction coordination and control should be within commuting distance of Chief Executive.

A photostatic copy of the document in question is attached.

RECOMMENDATION:

None...For your information.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *File*

FROM : R. T. Harbo

DATE: 9-7-54

Tolson _____
 Boardman _____
 Nichols _____
 Belmont _____
 Harbo _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Sizoo _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

SUBJECT:

WAR PLANS - RELOCATION SITES

Auxiliary space for S. O. G.

Presented below is a comparison of certain matters relating to the two locations now being considered as relocation sites:

QuanticoShepherdstown

Total Square Feet
of Useable Space

32,000

(approx.)
100,000

1

Number of Buildings

15

206
(third floor only)

Sleeping Quarters
(using double bunk beds)

400 (approx.)

175

Dining Facilities
Seating Capacity

150 *6i*

205
 (using 1st & 2nd
 floor, gym, and gun
 cleaning room)

Office Space
Maximum Office Force

No plans from which
 estimate possible but
 probably exceeds 400.

\$3,000
 (for partitions)

Cost of Alterations
To Provide Office Space

None proposed. No
 survey ever made.

not now
 \$10,928 *9/9*

Telephone Facilities
Stand-by Cost Per Annum

\$5,454

EN: jaw

COPIES DESTROYED

10 SEP 30 1969

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EX-130

22 23

650

SEP 28 1954 *124*

Quantico

Proposed - same switchboard to be moved. Two lines to be connected to Fredericksburg exchange and stand-by to Richmond

Facilities Provided
for Above Cost

Proposed - Direct line to Richmond; stand-by to Baltimore for connection with our ~~East Coast~~ direct line avoiding Washington, D. C.

Proposed. - Direct line Quantico to Washington, D. C.

Proposed - 2 full time lines to Richmond, Va., depending upon the telephone company to get us out of there to any of the field offices.

Proposed - 1 direct line Quantico to Washington, D. C.

Nearest airport commercial flights other than Washington, D. C. - Richmond, 77 miles distant, served by major airlines, numerous flights daily.

Airport Facilities

Shepherdstown

Now installed two position switchboard, Two lines now connected to Shepherdstown exchange; 8 additional outside lines can be connected. Capacity of board--60 internal calls.

Direct line now connected Shepherdstown to Martinsburg. Stand-by ready to operate to connect with our present line via Philadelphia.

3 full-time presently connected circuits running to Hagerstown for connection with existing East Coast leased circuit and for connection with Chicago via Baltimore and Pittsburgh. One teletype circuit to be used out of Shepherdstown through Baltimore to contact any field offices.

Nearest airport commercial flights Hagerstown, 18 miles distant, 2 flights daily. Baltimore served by major airlines approx. 70 miles distant.

Quantico

Only rail line out is used by Southern, RF & P, Atlantic Coastline and Seaboard Railroads.

On U. S. 1, main north and south route.

None on post. Ample motels and hotels within 20 mile radius.

Naval hospital on post.

C.W. Network:

Consideration presently being given to moving stations located Clinton and Waldorf to Quantico. Laboratory has estimated total cost as \$273,000 of which \$180,000 is for clearing 300 acres of land to be made available by the Marine Corps and \$44,000 is for buildings to house the equipment.

Micro-Wave Station:

Micro-wave station is presently installed and ready to operate at Shepherdstown. The only cost presently involved is a land rental of \$700 per year. The Laboratory has estimated that the cost of moving this station from Shepherdstown to Quantico would be a minimum of \$10,000 and a possible maximum of \$20,000 depending upon the necessities at [redacted] There would be no land cost or other stand-by costs involved at Quantico. ^{b7E}

450 Watt C.W. Station:

A 450 watt C. W. station has already been installed at Shepherdstown for which there are no stand-by costs. It is estimated by the Laboratory that the cost of installing a similar station at Quantico would not exceed \$600.

Shepherdstown

Nearest main line facilities Martinsburg, 9 miles distant, main line of B & O.

On West Virginia Rt. 34 main U. S. 40, about 20 miles distant.

Hotel accommodations at Martinsburg, W.Va., 9 miles distant; motel situation not known

Veterans Administration Hospital at Martinsburg, 9 miles distant

Other Advantages:

There are certain other advantages inherent in locating at these two sites, which are listed as follows:

Quantico

1. On evacuation can be reached by water as well as by highways which may become impassable.
2. Now under our control so that any alterations such as partitions, telephones in rooms, intercommunication systems, supplemental lighting, etc. can be immediately provided for.
3. Stand-by space is available without cost for such items as records, desks, chairs, etc. which will be needed by the evacuation force.

Shepherdstown

1. In the event ^{of} the evacuation of Washington can be reached without using Potomac bridges.
2. Presents possibilities for expansion greater than those available at Quantico using existing buildings.
3. No known reason for enemy attack, whereas Quantico is internationally famous Marine post.
4. Shepherdstown is approximately 20 air miles farther from the Washington target area than Quantico. This may be important if bombs are made larger and more powerful as seems to be the case at this time.
5. Quantico has an estimated 32,000 square feet of useable space which is estimated to accommodate a maximum of 300 people per shift allowing no space for sleeping accommodations, ~~on this basis~~ for 205 people per shift ~~and~~ reserving the third floor for sleeping accommodations. Shepherdstown College has an estimated 100,000 square feet of useable floor space and therefore will be able to accommodate far more people than will the FBI Academy.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *Viper to*

DATE: 9/13/54

FROM : R. T. Harbo *RT*

SUBJECT:

Bureau
WAR PLANS - Auxiliary space For S.O.G.
TEST OF EMERGENCY RELOCATION PLAN
NOVEMBER 20, 1954

Tolson _____
 Boardman _____
 Nichols _____
 Belmont _____
 Harbo _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Sizoo _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

There is here attached a memorandum directed to the Honorable Herbert Brownell, Jr. from Arthur S. Flemming, Director of the Office of Defense Mobilization (ODM), dated August 26, 1954, which was received in the Bureau by special messenger September 9, 1954, from ODM.

This document reflects that ODM is planning to conduct a second test of the "emergency relocation plan" and the "interim assembly plan" on November 20, 1954. This test will be conducted from the relocation site of each participating agency.

You will recall that there was an emergency relocation plan test conducted on June 14 and 15, 1954, in which the Bureau participated only to the extent of having a liaison Agent present at the headquarters of Federal Civil Defense Administration.

It will be noted that attached document is directed to the Attorney General and that the attachment thereto makes no reference to the FBI as an agency which should take part in the emergency plan. The Justice Department, however, is included therein. The objective of the test is to determine operational readiness of agencies to carry on war time functions from their respective relocation sites. It is contemplated that each agency will participate to the maximum extent feasible, in some instances including 50 per cent of the personnel scheduled for relocation. It is pointed out that it is not a Civil Defense exercise. There will be no yellow warning in connection therewith. However, each agency will simulate a yellow warning to test its internal warning system at a time just prior to the departure of its personnel for the relocation site. Travel to a relocation site should be by the most direct route. It is further pointed out that if employees leave from their residences the agency will have an opportunity to test the relocation plans that have been devised for off-duty hours.

JEM:nfp

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66-17381-388

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22 1954

EX-130

51 SEP 30 1954

The information in the attached document reflects that it is contemplated that each agency will be given a problem assignment within the general scope of their essential wartime functions and activities. A bombing attack against the United States "will be developed and an assessment of the attack damage" will be furnished to each agency at their relocation sites.

With reference to the "interim assembly" which is to take place at [redacted] the communications center of the [redacted] the head ^{b7E} of the agency or his next senior representative is expected to participate at [redacted] and to take part in a program to be outlined by a later memorandum. The F.B.I. is ~~not~~ listed as an agency invited to participate in the "Interim Assembly" operation. Sept 3 Justice is so listed. It is noted that this communication is a copy of a communication addressed to the Department. In this connection, Bennett Willis, War Plans Coordinator of the Department had advised that the Department is considering this matter, and will in the near future, direct a memorandum to the Bureau setting forth the Department's views concerning the extent of Bureau participation desired.

RECOMMENDATION:

On receipt of the Department's views, this entire matter will be analyzed and recommendations submitted as to how far the Bureau should participate in the program.

9-21-54
Willis advised nothing
has come from Dept.
as yet - He expects a fairly
detailed report. Will be for the coming
week since/plan.

[Handwritten signature]

~~TOP SECRET~~

RECORDED - 14

September 13, 1954

EX-130 389
Dr. Arthur S. Fleming
Director
Office of Defense Mobilization
Executive Office of the President
Washington, D. C.

VIA LIAISON

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 4/14/2010 BY [illegible]

Dear Dr. Fleming:

Shepherd College, Shepherdstown, West Virginia, has heretofore been designated as the emergency relocation site of the Federal Bureau of Investigation. It has been necessary for several reasons to select a different site, the most compelling of which is the fact that the College is not now under control of the FBI and it has been impracticable for us to so prepare this site that we would be able to function satisfactorily immediately upon occupancy.

As you are undoubtedly aware, the FBI operates a training center on the U. S. Marine Corps Reservation at Quantico, Virginia, and has complete control of the buildings and equipment used. It has been determined that it will be possible with a minimum of alteration to use this site as a relocation center.

It appears that with proper preparation, use of this site will permit immediate resumption of our activities should it become necessary to evacuate Washington, D. C.

Should you feel for any reason that the FBI should not proceed immediately with plans to use our training center at Quantico as a relocation site, I shall appreciate an expression of your views. You will be glad to know that we have already, on an informal basis, co-ordinated our plans with the Marine Corps and they have indicated they will be delighted to have the FBI establish emergency headquarters at Quantico.

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

Sincerely yours,

JEM:jmf

~~TOP SECRET~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 9-13-54

FROM : R. T. Harbo

SUBJECT: WAR PLANS - EMERGENCY RELOCATION SITEAuxiliary space for S.O.G.

Tolson _____
 Boardman _____
 Nichols _____
 Belmont _____
 Harbo _____
 Mohr _____
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 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

On 9-9-54 the Director approved Quantico as the Bureau relocation site. Liaison has previously obtained oral approval of this site from the Office of Defense Mobilization.

As you are aware the Office of Defense Mobilization is the correlating agency for the White House for all war planning of sensitive agencies. It is believed that approval in writing should be obtained from the Office of Defense Mobilization. There is attached a letter to Dr. Arthur S. Flemming, Director of the Office of Defense Mobilization, indicating that the Director is desirous of his approving the FBI Academy at Quantico as our emergency relocation site.

To insure that Bureau war planning can go forward expeditiously, an early approval by ODM is believed necessary.

RECOMMENDATION

(1) That the attached letter to Dr. Fleming go forward via liaison.

To Fleming thru Joe Musick, ODM 9-16-54
 WFW

(2) That the Liaison Agent delivering above letter to ODM endeavor to obtain an immediate favorable reply in writing. Actual installation of necessary communications equipment at Quantico is being held in abeyance pending receipt of approval by ODM of Quantico as the Bureau relocation site.

Reply will be furnished promptly

WFW
 9-16-54

Attachment

EX-130
 RECORDED - 14

SEP 20 1954

JEM:jmf

9-15-54
 WFW

[Handwritten signature]
Mr. Tolson

August 27, 1954

L. B. Nichols

In connection with considering the feasibility of utilizing Quantico as an evacuation site rather than Shepherdstown, West Virginia, Colonel Bliss of the Chesapeake and Potomac Telephone Company and Mr. [redacted] of the Long Lines Division of AT & T were requested to look into the availability of circuits and to obtain estimations of cost for providing the same type of phone and teletype service which we now have provided at Shepherdstown for Quantico, Virginia. Inasmuch as all circuits, voice and teletype, in the northern Virginia area are keyed through down town Washington Telephone Company facilities, Colonel Bliss was instructed in planning the engineering for communications services out of Quantico to completely avoid Washington.

b6
b7C

Colonel Bliss and [redacted] reported back that they had two plans of service for Quantico, both of which were considerably more expensive than the Bureau now pays at Shepherdstown due to the fact that there are no land circuits now immediately available south of Quantico avoiding Washington and that it would be necessary to pay full time for certain portions of the engineered circuits which were a considerably longer haul than that required from Shepherdstown to Martinsburg or in the Baltimore, Maryland, area under the old setup at Shepherd College.

Plan one involves the use of microwave facilities completely. The microwave station of AT & T is located in Garden City, Virginia, which is in North Arlington between Clarendon and East Falls Church. It was described as being two air miles distance from the Pentagon and, therefore, on the fringe area of conventional bombing, but would have to be considered in the area of destruction for H-bomb purposes. It is also known that any lines brought into the microwave station at Garden City would be carried in overhead and therefore would be subjected to disruption due to falling trees, fire hazards, possible high winds etc. While I am attaching the details of the service for each circuit, it is noted that the total cost under plan one for Quantico would be approximately \$10,466.40 a year on a standby basis as against our present cost of \$5,454.72 at Shepherdstown.

cc - Mr. Parsons
cc - Mr. Mason
cc - Mr. Wherry

JJM:ptm

Attachments

[Handwritten: 11-1-54 - on 17]
66-17381-390
R40

Memorandum for Mr. Tolson from L. B. Nichols

RECOMMENDATION:

It is the recommendation of this Division that we not utilize any communication facilities handled by microwave through Garden City in view of the hazard involved and the fact it, for H-bomb purposes, ^{is} on the Washington target.

The second plan proposed by the Telephone Company involves the use of land line circuits completely avoiding the Washington area. In view of the fact that existing facilities are so limited, the Telephone Company has advised it would be necessary for the Bureau to lease full-time now circuits between Quantico, Atlanta and Chicago, which involves a very high cost. The standby cost for plan two for comparable service with that now existing at Shepherdstown would be \$49,334.40 a year as against our current cost of \$5,454.72 at Shepherdstown. The details of the routing of these circuits under plan two are included in the attachment; however, since the costs are so far out of line under plan two, it is recommended that we not ~~move to Quantico and~~ ~~continue to~~ utilize land line communications as suggested by the Telephone Company under plan two.

In view of the unsatisfactory nature of plans one and two, the Telephone Company was requested to refigure engineered cost to the Bureau of supplying two voice circuits from Quantico to Richmond and two teletype circuits (60 words a minute only) from Quantico to Richmond.

The third plan suggested involves the following cost: ^(A) / Two voice circuits from Quantico through Frederick^{sburg} to Richmond terminating at the Telephone Company test room in Richmond would be \$1,041.00 per year each or a total for two circuits on a standby basis of \$2,082.00. When activated these two voice circuits would cost \$6,882.00 per year. The line from Quantico to Fredericksburg would be connected from our Academy building to the Fredericksburg toll office and would be on a full-time basis. The leg from Fredericksburg to Richmond is an engineered circuit for which no charge is made, but which circuit the Telephone Company guarantees furnishing service on to the Bureau whenever the lines would be activated.

Memorandum for Mr. Tolson from L. B. Nichols

(B) Two teletype circuits from the National Academy building at Quantico to the test room of the Telephone Company at Richmond, both of which would have to be on a full-time basis now, would cost \$116.75 a month or \$1501.00 per year each, or a total cost of \$3,002.00 a year for both circuits.

(C) A direct line voice circuit from the National Academy building at Quantico through Fredericksburg to Richmond, Virginia, (full time) engineered then through Lynchburg, Virginia, to Charleston, West Virginia, to Baltimore, Maryland, would connect with our present New York-Washington direct telephone line (GFP1025) and would provide voice communication direct to New York avoiding Washington. On a standby basis, this circuit would cost \$216.00 per month or \$2,592.00 a year.

(D) A direct telephone line from the Academy building at Quantico to the Seat of Government at Washington through the Chestnut exchanges in North Arlington would provide voice communication between Quantico and Washington in the event Washington had to be evacuated but the site of Washington and Seat of Government headquarters still operable by stay behind employees. This costs \$1,272.72 a year. We now spend about \$10.00 monthly for long distance calls to Quantico. Calls from Quantico to Bureau now are made over National Defense circuit at no cost, but in emergency this circuit would not be fully available to the Bureau.

(E) A direct teletype line from the Academy building at Quantico to the Bureau at Washington to likewise provide wire communication between Quantico and the Seat of Government in the event the evacuation headquarters was activated and the Seat of Government was still operable by stay behind personnel, would cost \$164.95 per month or \$1979.40 per year. The total cost per year under the third plan would be \$10,928.12 and would provide a bare minimum of communications from Quantico to Richmond. We would have to rely on the experience, personnel and engineering ability of the Bell System when Quantico is activated to get our communication lines out of Richmond to wherever we want to go.

Colonel Bliss and [] of AT&T are of the opinion that under the third plan the Bureau would be bringing its lines from Quantico to Richmond which is out in the open and which is not a military target from which point it would be much easier for the Telephone Company to try to go in any direction desired than to be boxed in a corner as we would be in using the Washington toll office or even the Baltimore toll office such as we had under the Shepherdstown arrangement. We sacrifice, of course, a guarantee of immediate service when activated such as we did have under our Shepherdstown plan; however, in view of the cost factors in favor of adopting the third plan, it

b6
b7c

Memorandum for Mr. Tolson from L. B. Nichols

would be the recommendation of this Division that we use plan number three in preference to plans number one and two in the event Quantico is to be designated as the relocation center.

It is further recommended that the Training and Inspection Division utilize this basic information in considering the costs of communications and the problems involved with those being worked up by the Laboratory on radio and microwave matters as one of the bases for considering shifting our evacuation center from Shepherdstown to Quantico.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *for Dir 9/13/54*

DATE: 9-10-54

FROM : R. T. Harbo *RT*SUBJECT: WAR PLANS - Auxiliary Space For S.O.G.
QUANTICO AS RELOCATION CENTER

Tolson ✓
Boardman ✓
Nichols ✓
Belmont ✓
Parbo ✓
Parsons ✓
Rosen ✓
Tamm ✓
Sizoo ✓
Winterrowd ✓
Tele. Room ✓
Holloman ✓
Gandy ✓

In connection with Executives Conference memo 9-9-54 captioned as above, the Director raised two questions and Mr. Tolson indicated that further inquiry regarding space allocation should be made.

Question No. 1 by the Director was raised regarding the statement that "The Laboratory is negotiating with the National Bureau of Standards working toward the acquisition of a radio site at Sterling, Virginia..." The Director asked:

"1. When is this going to be resolved?"

Under date of 7-19-54 Bureau addressed a formal request to Director of National Bureau of Standards requesting advice as to conditions and costs under which the site could be made available to FBI. This formal request has been followed up by the Laboratory on an informal telephonic basis on several occasions, and we have been advised that the necessary information is being assembled in Boulder, Colorado. The Bureau of Standards' representative handling the matter is now in Boulder, and the Bureau has been advised he will return about 9-20-54. The Laboratory has advised that immediately upon receipt of the necessary factual data this matter will be resolved.

The second question raised by the Director related to the selection of Quantico as a relocation site. The Director asked:

"2. Just where has this project been reposing and why the delay?"

The determination of whether Quantico might be suitable as a relocation site depended upon whether adequate communications

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10 SEP 30 1969

cc: Mr. Parsons
Mr. McGuire

JEM: jaw: jmf

SENT DIRECTOR
9-13-54

51 SEP 5 1954

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EX-130

66-17381-391
9 SEP 23 1954

2-11-54
mcguire

facilities could be made available at a reasonable cost. Quantico was first proposed as a possible relocation site on July 19, 1954. The telephone company was requested to conduct the necessary survey on July 22, 1954. The first response was received by the Bureau on August 3, 1954. This indicated a job of considerable magnitude. The second progress report was received from the telephone company on August 23, 1954, only after vigorous follow-up by the Bureau, the telephone company indicating they were encountering numerous technical difficulties due to the fact that part of the area involved is covered by independent telephone companies. This second report contained two proposals, neither of which was satisfactory. The Bureau requested an additional survey and on Friday, 8-27-54, the telephone company submitted plan 3 to the Records and Communications Division, where analysis and study were necessary. This study required two days (8-30 and 8-31) and on September 1, 1954, the data was forwarded to the Training and Inspection Division, which has responsibility for over-all coordinating of war plans. Thereafter, a comprehensive memorandum covering the space situation, the entire communications picture, and other features of the two proposed sites was prepared for presentation to the Executives Conference. A total of four working days after receipt of plan 3 from the Records and Communications Division was used in obtaining and correlating the necessary data for presentation to the Executives Conference. All available data was presented on September 8 as is set forth in the Executives Conference memorandum of reference.

With regard to Mr. Tolson's instructions, the allocation of office space has been inquired into and it may be stated that, in general, space was allocated Bureau supervisors and the clerical staff on the basis of 40 square feet per person. This compares with a general standard of 80 square feet per person which has been used by the General Services Administration for allocation of office space.

Space tentatively allocated for the Director and Bureau officials and for the Attorney General and his staff exceeds the average as set forth above.

A separate memorandum will be submitted reflecting the tentative allocation of space for offices of Bureau officials, the Attorney General and his staff, and Bureau supervisors and clerical personnel.

ACTION:

The Training and Inspection Division is expediting necessary steps to put in effect the Director's decision to use Quantico as evacuation headquarters, including such steps as written notification to the Office of Defense Mobilization and the Attorney General, and to all Divisions at the Seat of Government to make necessary changes in their War Plans.

It dragged too ^{long} ~~long~~. Time is running out. We may suddenly be faced with the real emergency.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

FROM : The Executives Conference

DATE: 9/17/54

SUBJECT: WAR PLANS - VITAL RECORDS NEEDED FOR RESUMPTION
OF BUREAU OPERATIONS AFTER AN EMERGENCY

Bureau War Plans Auxiliary space for S.O.G.

Tolson _____
 Boardman _____
 Nichols _____
 Belmont _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Sizoo _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

On September 13, 1954, the Conference consisting of Messrs. Boardman, Trotter, Parsons, Sizoo, Rosen, McGuire, Mohr, Holloman, Harbo and Belmont, considered the following items which had been suggested by divisions at the Seat of Government for duplication and sending to Quantico for retention, these records not being classed as needed during a war emergency period but which were considered necessary for resumption of normal Bureau operations after a war period. The Conference voted unanimously unfavorably as to all of the following items:

1. Conference was advised that it is estimated it would cost \$242 to microfilm the 22,000 cards on which are recorded the serial numbers of firearms, badges and Agents' credentials. This film to be effective would have to be micro-filmed at least every two years. Storage space - eleven reels of microfilm.
2. A copy of the semiannual audit report of the Confidential Fund which could be used to reconstruct the current status of the fund if the ledger account book maintained in the Voucher Unit was destroyed. Conference was advised that if this audit were retained at Quantico, it would be necessary to go back only six months at any time to bring the fund up to date.
3. To microfilm, at a cost of \$165 annually, the permanent time and attendance cards. Conference was advised that this record is not duplicated or obtainable in any other place. It consists of approximately 15,000 cards.
4. Microfilm the 15,000 current pay cards in the Personnel Action Unit, Administrative Division, at a cost of approximately \$165. Cards in question bear the employee's name, EOD, salary, pay changes, job title, etc. Conference was advised that the information available on these cards would not be available any place in the Bureau if the personnel files were destroyed. Conference was advised that the Director had O.K.'d

cc - Mr. Sizoo
 Mr. Harbo
 Mr. Sloan

RECORDED - 116
 INDEXED - 116

66-17381-392

13 SEP 23 1954

RTH:cs

51 SEP 30 1954

EX-107

BOARDMAN
 2-11

Copy filed in 66-2114

the Conference recommendation of August 19, 1954, that no effort should be made to evacuate personnel files from Washington in an emergency period, unless ample time was available.

5. Microfilm, at the cost of approximately \$165, an estimated 2000 classification job descriptions. Conference was advised the information contained therein is not duplicated anywhere else inside or outside the Bureau, and that if these records were to be kept current, it would be necessary to microfilm them at least once each year.

6. Conference was advised that the cost of duplicating the following budget materials would be nominal, but that it would be necessary to duplicate the following budget materials to insure the proper functioning of the Budget Unit in the event of the loss of its present files:

(a) Obligation Report (Voucher Register) for past year and current year.

(b) Audited Voucher Report on Reimbursements Received from Other Agencies for past and current year, including funds advanced by AEC and CSC for investigative work to be performed during year.

(c) Recap of obligations by months upon the basis of which SD-133 is furnished to Budget Bureau. Sheet would also show apportionment of funds.

(d) General Ledger report of month's transactions showing account totals as of end of month.

(e) Recap of weekly count of personnel by Divisions showing average employment.

(f) Cumulative tabulations of investigative matters received by classification.

(g) Cumulative payroll report.

(h) Recap of average rates of expenditure per employee for personal services and other objects (not prepared quarterly -- to be sent at least annually).

(i) Report showing analysis of obligations by kind of personnel actions for SOG Agents, SOG Clerks, Field Agents, Field Clerks, cumulative for the fiscal year through the month as of which the report is made.

(j) Copies of History Books containing appropriate phraseology, funds available, green sheets and testimony of Bureau officials before Congressional Committees for all past years. Book for new year to be sent annually.

7. A duplicate of the Special Mailing List now maintained in Crime Records Section consisting of approximately 300 names.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Conference unanimously felt that we should not undertake to duplicate any of the above-mentioned records for storage at Quantico.

RH V.

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
 Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

September 21, 1954

Mr. W. A. Murphy
Federal Bureau of Investigation
1114 Commerce Street
Dallas 2, Texas

~~PERSONAL AND CONFIDENTIAL~~

Dear Mr. Murphy: *Emergency War Plans April 17, 1954 - F. B. I.*

By letter dated August 25, 1954, you were advised that the Bureau has revised its chain of command and that you had been relieved of your responsibilities in connection therewith insofar as Seat of Government operations were concerned.

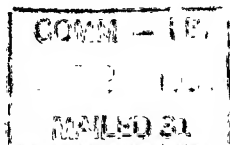
You were requested to return to the Bureau, attention Training and Inspection Division, all documents and letters you had received that in any way indicate you had a connection with the emergency chain of command of the Bureau as well as any documents pertaining to the Bureau relocation site.

To date, the Bureau has not received the documents and letters previously submitted to you. It is my desire that you return all such documents at an early date.

Very truly yours,

J. Edgar Hoover
Director

Mr. Tolson
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Harbo
Mr. Mohr
Mr. Parsons
Mr. Rosen
Mr. Tamm
Mr. Sizoo
Mr. Winterrowd
Tele. Room
Mr. Holloman
Miss Gandy



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14-129

61-17541-393

RB

Attorney General

9/24/54

Director, FBI

~~TOP SECRET~~

WAR PLANS - RELOCATION SITE

You will no doubt recall that on September 12, 1954, I advised you that we had completed our preliminary inquiries as to the possibility of obtaining appropriate communication facilities at Quantico and that we were awaiting receipt of formal approval of Quantico as the FBI relocation site from the Office of Defense Mobilization.

Formal approval has been received from the Office of Defense Mobilization and we will proceed as rapidly as possible to reach Quantico as the Bureau emergency relocation site.

If an evacuation is necessary in the immediate future we will plan to use Shepherd College, Shenherdstown, West Virginia, but as soon as essential communications facilities have been installed and adequate office equipment is available at Quantico, we will occupy that site in an emergency. I plan, however, to retain the college as an emergency site on a purely standby basis. The CW (code) radio, microwave, telephone and teletype equipment now at Shepherd College will be removed and reinstalled at Quantico.

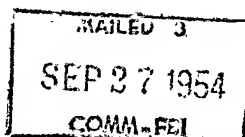
For your convenience there are attached 10 maps showing alternate routes from Washington, D. C., to Quantico. You have previously been furnished maps showing alternate routes to Shenherdstown.

Attachments - 10

JEM:nfp

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Tolson _____
Boardman _____
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Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____



FX-124

13 SEP 28 1954

RECEIVED RE: SUB ROOM
FBI
SEP 24 4 29 PM '54

394

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 8/20/54

FROM : R. T. Harbo

SUBJECT: WAR PLANS - NEED FOR IBM EQUIPMENT AT
RELOCATION SITE FOR USE OF CRYPTANALYSIS SECTION

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

Auxiliary Office in S.A.S.
Bureau war plans have considered the necessity for moving certain IBM equipment to the relocation site for use of the Cryptanalysis Section. Inquiry by SAC Sloan indicates that there is ample IBM equipment of the required type under control of the Marine Corps at Quantico. Mr. Parsons has been consulted regarding the necessity for providing IBM equipment at the relocation site and has advised that since there is such a wide distribution of IBM equipment, he feels there is no necessity for specifically providing such equipment at any Bureau relocation site for the use of the Cryptanalysis Section.

RECOMMENDATION:

That no further consideration be given to making provision for having IBM equipment at the relocation site for the use of the Cryptanalysis Section.

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66-17381-395

13 SEP 28 1954

EX-124

JEN:nfp

220
September 24, 1954

MEMORANDUM FOR MR. TOLSON
MR. BOARDMAN
MR. NICHOLS
MR. BELMONT
MR. HARBO
MR. MOHR
MR. PARSONS
MR. ROSEN
MR. TAMM
MR. HOLLAMAN
MR. SIZOO
MR. SLOAN

Bureau
RE: WAR PLANS - QUANTICO AS RELOCATION SITE

Auxiliary space for S.O.G.

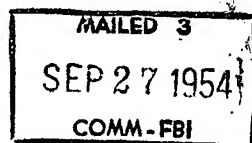
Reference is made to my memorandum, September 13, 1954, advising that until formal approval of Quantico had been received from the Office of Defense Mobilization (ODM) as the Bureau relocation site, no funds should be expended to ready Quantico for emergency occupation but that all other necessary plans should be perfected immediately. *6*

This is to advise that the Office of Defense Mobilization has formally approved Quantico as the Bureau relocation site. It is, therefore, my desire that you expedite the installation of the necessary telephone and teletype communications facilities; that the 450 watt CW (code) radio station be installed at Quantico at the earliest possible date. This is to be followed by the expeditious installation of a 50 watt FM radio station at Quantico and the removal from Shepherdstown and the rebuilding at Quantico of the microwave station.

The preparation of essential wartime records for retention at Quantico should be completed and deposited at Quantico not later than September 30, 1954. All other aspects of war planning are to be given top priority and must be completed immediately. *RECEIVED READING ROOM*

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

If an evacuation is ordered in the immediate future, we would plan to use Shepherdstown as the relocation site. However, as soon as communications and office equipment are



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EX - 109

66-173171-39
SEP 28 1954
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available at Quantico any evacuation will be to Quantico. Therefore, it is imperative that you expedite all phases of war plans, particularly those phases which will ready Quantico for emergency occupation at an early date.

Your personal and constant attention to carrying out all details of the foregoing requests is necessary.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

66-2554-11827
DATE: 9/9/54

FROM : The Executives Conference

SUBJECT: Bureau WAR PLANS. Auxiliary space for S.O.C.
QUANTICO AS RELOCATION CENTER

66-17381-

Tolson ✓
Boardman ✓
Nichols ✓
Belmont ✓
Harbo ✓
Mohr ✓
Parsons ✓
Rosen ✓
Tamm ✓
Sizoo ✓
Winterrowd ✓
Tele. Room ✓
Holloman ✓
Gandy ✓

On September 8 the Conference, composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Holloman, McGuire, Belmont, Rosen and Harbo, considered the feasibility of changing our emergency headquarters from Shepherdstown to Quantico. The Conference was advised that at the FBI Academy at Quantico there were 32,000 square feet of useable space whereas at Shepherdstown there are approximately 100,000 square feet. At Quantico using only the third floor for sleeping quarters (remainder to be used for office space) 206 could be accommodated using double-deck beds, making 16 per room as compared with the present eight beds per room; at Shepherdstown sleeping quarters for approximately 400 are available. Dining facilities at Quantico are adequate for 175 persons, at Shepherdstown 150 persons. Office space at Quantico can be provided for 205; this is based on using the first and second floors as well as the gymnasium and gun cleaning room in the basement. At Shepherdstown office space exceeds 400.

Proposed offices should be checked again. It
The cost of our present telephone and teletype facilities at Shepherdstown is \$5,454 per year. This consists of a 2-position switchboard with two outgoing lines now connected to the Shepherdstown exchange and provides for eight additional lines when needed. The board can handle 60 internal calls. It is proposed to move this switchboard to Quantico. The cost per year for maintaining telephone and teletype facilities as set out hereinafter at Quantico would be \$10,928. At Quantico there would be two outside lines providing service to Richmond. From Richmond we would have to rely on the telephone company to connect us with whatever part of the country we desired to communicate. With reference to the possibility of adding additional lines from Quantico to Richmond after an emergency has occurred, this depends on the capacity of the telephone company at that time. Telephone officials have indicated they will do everything possible to meet our needs. To furnish stand-by telephone facilities at Quantico comparable to those we now have at Shepherdstown would cost \$49,334 per year.

cc: Mr. Sizoo
Mr. Harbo

RTH:gsr

memo to Mr. Tolson
9/10/54
JEM: jms: jmg

RECORDED - 23

EX - 109

66-17381-

397

W-11

Copy file in 66-2554

looks excessive

|| which the Conference felt was excessive.

In addition to the foregoing the \$10,928 annual cost for communications facilities at Quantico would provide a direct line from Quantico to Richmond with stand-by connection to Baltimore which would enable connections with our east coast direct line without going through the Washington target area. It also provides a direct line between Quantico and Washington, D. C., which we can obtain the benefit of currently and also have it available for communications in the event it was found that Washington headquarters was operable after a move had been made to the evacuation headquarters.

With reference to teletype facilities at Quantico the plan provides for two full time lines to Richmond, Va. and we would depend upon the telephone company to make connections from there to any of the field offices with which we would desire to communicate. Also it provides one direct teletype line between Quantico and Washington, D. C. The present teletype facilities at Shepherdstown consist of three teletype circuits.

With reference to radio telegraph facilities, at Shepherdstown we presently have one 450 watt transmitter set up in operating condition which would provide a minimum of immediate radio facilities on the outbreak of an emergency. In addition a substantial amount of radio transmitting equipment is stored in the Shepherdstown area so that immediately after the evacuation headquarters is activated the radio personnel of the Laboratory could begin installation of this equipment in order to substantially increase the capacity of radio network. It is proposed that these phases of the plan would simply be transferred to Quantico with the 450 watt transmitter put in operating condition and the remaining equipment placed in storage on a stand-by basis. The Laboratory looked into the possibility of moving our present Clinton and Waldorf radio stations to Quantico. However, it was found that this would involve a total cost of \$273,000 of which \$180,000 would be for clearing 300 acres of land which representatives of the Marine Corps have informally indicated could be made available and \$44,000 would be for the erection of two buildings to house the equipment. The Conference recommends that no further consideration be given to this proposal at this time. It is noted that the Laboratory is negotiating with the National Bureau of Standards working toward the acquisition of a radio site at Sterling, Va. which is considered to be one of the best sites in this area.

when is this going to be resolved?
At Shepherdstown we have erected a micro-wave station

which is in operating condition to communicate with the emergency headquarters of other sensitive agencies. At Shepherdstown our only recurring cost at present is a land rental of \$700 per year. It will cost from \$10,000 to \$20,000 to transfer this micro-wave station to Quantico depending upon problems involved in connecting with [REDACTED] There would be no other costs connected with this move. b7E

Possible advantages of the Shepherdstown location, other than those previously mentioned herein are:

1. In the event of evacuation, Shepherdstown can be reached without using Potomac River bridges.
2. Greater possibilities for expansion of the work force and activities than those available at Quantico using existing buildings.
3. No known reason for enemy attack whereas Quantico is an internationally famous Marine post.
4. Shepherdstown is approximately 20 air miles farther from the Washington target area than Quantico. This could conceivably be of importance if bombs are made larger and more powerful than those presently available.

On the other hand advantages of using the Quantico site other than those previously mentioned are:

1. Upon evacuation, Quantico can be reached by water as well as by highways which may become impassable.
2. The big advantage of using a building presently under our full control is that any installation of equipment, storage of supplies, storage of vital confidential records essential for carrying on the war functions of the Bureau can be made now whereas this could not be done at Shepherdstown.

The Conference unanimously recommends that the Bureau's emergency relocation center be transferred from Shepherdstown to Quantico, feeling that the advantages of using Quantico far outweigh any possible disadvantages. Mr. Belmont, while agreeing with the majority recommendation, desired to point out that he

felt the telephone and teletype facilities to be provided at Quantico under the proposed plan would be inadequate in time of emergency. He feels that, on a continuing basis, the Records and Communications Division should maintain contact with the telephone company officials with a view to the possibility of providing increased telephone facilities at a more reasonable figure than presently quoted.

Respectfully,
For the Conference

Clyde Tolson

I agree

1. I agree & also with Belmont.

2. Just where has this project been reposing & why the delay?

K.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont *AB*DATE: September 27,
1954FROM : Mr. F. J. Baumgardner *FJB*SUBJECT: *0 BUREAU* WAR PLANS - VITAL RECORDS TO QUANTICO*Auxiliary* Reference is made to the Executives

Conference memorandum dated September 14, 1954,
concerning the preparation of duplicate records and their
retention in Quantico for use in event of emergency.

Item 14 in referenced memorandum was concerned
with duplicate assignment cards maintained by the Chief
of the Internal Security Section on cases handled by
supervisors in the Section. A 3x5 Photostat has been
made of each assignment card and these Photostats are
arranged alphabetically according to title of case and
the supervisor to whom assigned.

These Photostats are in Room 1243 and when an
appropriate cabinet is transmitted to Room 1243, the
Photostats will be placed therein properly labeled for
transmittal to Quantico. *li*

These assignment slips are brought up to date
monthly in the Internal Security Section and in the same
manner ~~photostats~~ *copies* will be prepared of each new assignment
slip for transmission to Quantico in order that the indices
of Quantico will be kept current. At the same time, a
list of those slips which should be destroyed will be made
available to Quantico.

RECOMMENDATION:

It is recommended that this memorandum be
routed to Training and Inspection Division in order that
these Photostats of assignment cards may be placed in
a labeled cabinet for transmittal to Quantico.

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

RECORDED-42 *718*

66-17371-398

SEP 28 1954

JDD:sfd
55 OCT 4 1954

gmd
McKendall
Shaw
488

2
10

Office Memorandum • UNITED STATES GOVERNMENT

TO : ~~MR.~~ A. H. BELMONTDATE: September 27,
1954FROM : MR. F. J. BAUMGARDNER *FJB*SUBJECT: WAR PLANS - VITAL RECORDS TO QUANTICO
War Plans - Security

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Harbo	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Reference is made to the Executives Conference memorandum dated September 14, 1954, concerning the preparation of duplicate records and their retention in Quantico for use in event of emergency.

Item 5 in referenced memorandum dealt with Security Informant Index cards. This is to advise that a Photostat has been made of each alphabetical 3x5 active Security Informant Index card maintained by the Security Informant Desk. These Photostats are in alphabetical order by Field Division and are ready to be placed in a labelled cabinet, which should be delivered to Room 1243. When the cabinet is received the Photostats will be placed therein for transmittal to Quantico.

In order that this duplicate record may be maintained on a current basis, each week there will be transmitted to Quantico additional Photostats of new records as they are made on security informants by the Security Informant Desk. At the same time each week a list will be furnished to Quantico of those cards which should be destroyed due to the discontinuance of the particular informant.

RECOMMENDATION

It is recommended that this memorandum be routed to the Training and Inspection Division in order that the Photostats of the Security Informant Index cards may be placed in a labelled cabinet for transmittal to Quantico.

RECORDED-42

*66-17381-399*cc - Training and Inspection
Division

JDD:DE

OCT 4

*MAN**McGuire**Slom**2/27**OK*

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 8/18/54

FROM : R. T. Harbo

SUBJECT: WAR PLANS - PERSONNEL RECORDSAuxiliary space For SOG

Tolson	✓
Boardman	✓
Nichols	✓
Belmont	✓
Harbo	✓
Mohr	✓
Parsons	✓
Rosen	✓
Tamm	✓
Sizoo	✓
Winterrowd	✓
Tele. Room	✓
Holloman	✓
Gandy	✓

As you have been previously advised, the Bureau has considered all personnel files as essential records to be evacuated during a period of emergency. There are in existence over 84 tons of personnel files at the Seat of Government.

The above-mentioned personnel files are made up of three groups:

(a) 13.83 tons of personnel files and records of current Bureau employees.

(b) 27.62 tons of personnel files and records of former Bureau employees.

(c) 43.31 tons of applicant files.

The most recent information from Federal Civil Defense Administration reflects that within 18 months they hope to be able to give as much as 2 hours' notice of an impending attack on Washington. At the present time they anticipate being able to give an hour's notice but there is no assurance there will be as much as 15 minutes. Thus, it would appear most unlikely that it would be possible to assemble for evacuation the files in question. Further, Civil Defense has recently indicated that there will be no vehicular traffic moving in Washington after an alert has been sounded. Thus, there will be no opportunity to evacuate records by truck as has been planned in the past. Thus, there appears to be little or no possibility of evacuating personnel records after an alert has been sounded.

The following are the alternatives to the above situation:

1. Try to burn all active personnel files at the time an invasion or destruction of Washington appears imminent. This does not appear feasible because of the volume involved and would

cc - Mr. Nichols
Mr. Mohr
Mr. Boardman

RECORDED-20

EX-129

SENT DIRECTOR

8-25-54

COPIES DESTROYED

10 SEP 30 1969

have to be done in the courtyard or on the street. This procedure would also deprive the Bureau of these records at some future date, should the invasion or expected devastation of Washington not materialize.

2. Leave the active personnel files in their present file cabinets, locking the cabinets where possible (and a majority of the cabinets do have locks), with the thought in mind that these files will be completely destroyed as a result of the bombing of the City of Washington prior to the actual invasion thereof.

3. Microfilm the personnel files themselves or the briefs which exist in a majority of the cases. This does not appear practical because of the cost involved and the ever changing status of each file which would necessitate frequent microfilming of the current volumes.

There does exist in each field office a field personnel file which is fairly complete on all employees assigned to that field division. This file could be of use and assistance in the rebuilding of the personnel file should it become necessary. In the event Washington is bombed and files in question totally destroyed, only the personnel files of those individuals who are assigned to Seat of Government and on various foreign assignments would be totally lost.

RECOMMENDATION:

It is recommended that the Bureau abandon any thought of trying to move any personnel records from Seat of Government in event the evacuation of Washington is ordered unless Bureau intelligence information reflects that there will be ample time to assemble, load and move from Washington the files in question. No files and records should be evacuated at the possible expense of loss of life to those employees who are engaged in the assembling and loading of files and records.

EXECUTIVES CONFERENCE ACTION EDM:fk

Present at the Executives Conference August 19, were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, Holloman and Mason. Conference unanimously felt that we should abandon any idea of trying to evacuate personnel records unless the city has been bombed, the building made unusable, but certain of the personnel files were unharmed and conditions are then such that these files could then be evacuated.

RE

✓ *Parsons* *mm*
7-1-51

OK
H

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

FROM : Executives Conference

DATE: 9/15/54

Tolson ☒

Boardman ☒

Nichols ☒

Belmont ☒

Harbo ☒

Mohr ☒

Parsons ☒

Rosen ☒

Tamm ☒

Sizoo ☒

Winterrowd ☒

Tele. Room ☒

Holloman ☒

Gandy ☒

SUBJECT: AVAILABILITY OF COPIES OF SUMMARY REPORTS IN
SECURITY INDEX CASES AT BUREAU RELOCATION SITE.

Bureau War Plans Auxiliary 5: 1 E For S.O.S.

The Executives Conference on 9-13-54 considered a proposal of the War Plans Coordinator of the Training and Inspection Division that one copy of every summary report on each Security Index subject be withdrawn from the Seat of Government ~~on~~ field files and that when further reports on similar cases are prepared, an extra copy be made, that all such copies be sent to the Bureau relocation site at Quantico where an open top folder will be prepared for each Security Index subject, the reports to be placed therein; folders to be alphabetically arranged; the files to be retained in the attic at Quantico. Conference was advised that if an estimated 30,000 summary reports were placed in such folders, it would take approximately 40 five-drawer, letter-size cabinets at this time and that it is estimated that it would expand at the rate of 14 five-drawer letter-size cabinets per year; the cabinets presently cost \$53.50 each. Initial cost \$2140. Conference was advised that SAC Sloan, after consulting with design engineer, H. L. Jones, USMC, Quantico, stated that the attic at Quantico is capable of holding the estimated 40 cabinets and has ample space to allow for five years' expansion at 14 cabinets per year. The Conference was further advised that the Records Section has indicated that it would cost approximately \$.0638 per serial to pull those summary reports now on file at Seat of Government. Conference was further informed that it would probably take the services of one file clerk at Quantico to make the necessary additions and deletions to the summary reports at Quantico.

The Conference was further advised that the Office of Defense Mobilization, which organization coordinates the emergency planning for the White House, has instructed that emergency relocation should be planned for the duration of the war rather than a temporary 90-day period and that all agencies should keep active the program of selecting indispensable operating records for duplication in a repository outside of the Washington target area.

cc: Mr. Harbo
Mr. Sizoo

RECORDED - 6

INDEXED

29 SEP 30 1954

JEM:nfp

0678

5

66-17311-401

FILED

TWOM

The Domestic Intelligence Division stated that copies of summary reports at Quantico would answer only a part of the problem because Security Index cases, while a large percentage of their pending cases, by no means constitute the whole problem and that to attempt to set up summary reports at Quantico would be a highly expensive procedure and would become a white elephant because of the expense and time needed to keep the files up to date. The Domestic Intelligence Division proposed:

(1) That in lieu of summary reports in Security Index cases a complete set of Security Index cards, including photographs and descriptions where available, be sent to Quantico; all current changes in the index to be sent to Quantico as they are received. It was pointed out that this would give control for the operation of the emergency detention program but would not give the information necessary on which to base a subsequent hearing for the subject before a hearing board. However, field copies of investigative reports where available could be utilized for this purpose. The New York Office has not been required to submit summary reports in a large percentage of its cases, therefore, the summary report program would not be covering many of the New York cases on the Security Index.

(2) The second step in the Domestic Intelligence proposal was to set up in Quantico a duplicate set of assignment cards on all cases in the Internal Security Section to include the Communist Party, Communist Party Fronts, Treason, Sabotage and Splinter Group cases. These assignment cards at Quantico to be brought up to date once a month. Thus there would be at Quantico a control as to pending cases and would enable the Division to follow the field to see that action is taken.

Domestic Intelligence Division pointed out there are a large number of pending security matter -- C cases, the investigation looking toward placing the subject on the Security Index. The Bureau does not have a record of all such cases at the Seat of Government. Domestic Intelligence Division proposes that in an emergency the field would be instructed to work on such pending cases promptly and to present the case to the United States Attorney for arrest where warranted, notifying the Bureau at that time. Domestic Intelligence Division points out that under these proposals no files would be

taken to Quantico at this time but, that should conditions permit, they would transmit all pertinent security files to Quantico subsequent to the evacuation. It is estimated that there are approximately 40,000 orange banded files indicated for priority evacuation, weighing in excess of 19 tons. General Services Administration has advised all their automotive equipment will be moved to perimeter areas as soon as they receive an alert, to protect it for further use. Therefore, a realistic appraisal indicates a strong likelihood of being unable to move any amount of files and records at a time when evacuation is ordered. Training and Inspection Division took the position that sending of assignment cards on Security Index cases and Security Index cards to Quantico does not comply with the regulations of the Office of Defense Mobilization to duplicate indispensable operating records and place them outside the target area. That without at least copies of the summary reports at Quantico we would be unable to prepare briefs on subjects for presentation to hearing boards where the files of the individual field offices have also been destroyed. In this connection, only the Butte Office is considered a non-target area.

EXECUTIVES CONFERENCE RECOMMENDATION:

There was a divided view as to whether copies of summary reports in Security Index cases should be sent to Quantico for retention: The minority, Mr. Harbo (along with Messrs. Nichols and Mason who were not present) felt that we should send copies of summary reports in Security Index cases to Quantico in order to provide in the greatest possible degree for the smooth functioning of the Bureau during an emergency period and in order to comply with Office of Defense Mobilization requirements that essential records be made available outside of Washington.

OK
H
The majority, Messrs. Boardman, Trotter, Parsons, Sizoo, Rosen, McGuire, Mohr, Belmont and Holloman, were opposed and felt that the sending of copies of summary reports in Security Index cases to Quantico would be in essence the creating of a "white elephant" and that the Bureau should not undertake such a project. The majority had in mind that the alternate proposal of the Domestic Intelligence Division that duplicate assignment cards relating to Internal Security Section work be retained at Quantico has been favorably recommended by the Executives Conference in a separate memorandum. These documents along with records in the field should provide adequate controls during the first part of any war emergency period which requires evacuation from Washington in the majority's opinion.

Respectfully
For the Conference

✓
Clyde Tolson

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. HARBO *PH*

DATE: August 5, 1954

FROM *80* H. L. SLOANSUBJECT: *WAR PLANS* PARTITIONS FOR
CLASSROOMS, FBI ACADEMY*Availability of 902 For S.O.S. 6/1*
On Monday, August 2, 1954, [redacted]

[redacted] Telephone No. [redacted] a representative of the H & B Enterprise Corp. of Trenton, N. J. visited the Academy with [redacted] Architect, Public Works Office, Marine Corps Schools, Quantico, Va. and measured the classrooms at the Academy for partitioning in accordance with Mr. Mason's instructions. I am attaching hereto the preliminary drawings furnished today by [redacted] showing the locations of the partitions in classrooms 1, 2, and 3 and the space of the window glass and doors in these partitions.

I am also submitting a sample section of the type of partitions manufactured by the H & B Enterprise Corp. which should be returned to Mr. [redacted] when it has served its purpose in the Bureau.

[redacted] advised that this type of partition, considering speed of erection, storage and other details would be the most economical for the purpose desired, and he estimated the cost delivered would be less than \$3,000. He advises that four men in three hours could install the partitions in each classroom from detailed plans to be furnished by the supplier of the partitions. He suggested that prior to storage the initial panels should be installed in each of the classrooms, in fact, he would recommend installation of all the partitions, painting of the panels, and then removing the panels to storage in the order of assembly.

[redacted] advises that two or three companies, the names of which he could supply, manufactured this type of partition and if the Bureau decides to solicit bids on this work he will be glad to write up the specifications and names of the companies equipped to provide the partitions.

35 ENCL. *1000* You will note from the sample partitions furnished that it will be possible to run the electric and telephone lines in the floor base molding providing outlets wherever desired. This however is recommended by [redacted] after the partitions have been installed and prior to storage in order that the desired number of outlets be arranged for.

RECORDED-35

66-11381-402
9 SEP 30 1954

With reference *EX-122* to the platforms in the classrooms, a study of the Academy plans show that conduit pipes and electric wiring runs underneath these platforms and it is recommended by [redacted] that the platforms not be removed from the classrooms during their temporary use as office space.

HLS:lp
Attachments

OCT 5 1954

126
127
Memo R. T. Harbo to
Mr. Tolson 6/17/55
EDM:DWB:DMA
cc-Messrs Mohr,
Belmont & Sloan.

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Mohr _____
Tele. Rm. _____
Nease _____
Gandy _____

b6
b7Cb6
b7C

RECOMMENDATION:

It is recommended that the Bureau consider the purchase of the type of partitions suggested by [] and that immediate steps be taken to expedite the procurement in order that the preliminary work may be done and the partitions available in the event of an emergency. b6 b7C

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo

DATE: 9-15-54

FROM : J. E. McArdle

SUBJECT: WAR PLANS - RELOCATION SITE

Auxiliary Field F.O.G.

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Harbo	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

In my telephone conversation with SAC Sloan at Quantico this morning relative to the possibility of running into difficulty with the Marine Corps in the process of our making some essential installations at Quantico, Mr. Sloan stated that the site for the microwave tower on a 100 ft. bank just behind the FBI Academy had been tentatively cleared by the air station at Quantico. Mr. Sloan advised he has discussed the various communications problems with the Communications Officer and G-3 on the Marine Corps post but feels it would be highly desirable to have the tentative locations for any antenna installations clearly spotted on the reservation so that he might get an official O.K. from the Commandant in writing.

RECOMMENDATION:

That the Laboratory advise Mr. Sloan specifically where they plan to make antenna installations for microwave, C. W. and F.M. radio installations at Quantico so that Mr. Sloan can, in turn, get official approval of such installations from the Commanding Officer on the post.

JEM: jaw

RECORDED - 55

66-17361-

403

EX - 107

13 OCT 1 1954

51 OCT 6 1954

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Parsons

DATE: Sept. 21, 1954

FROM : I. W. Conrad

SUBJECT: WAR PLANS - RELOCATION SITE

Auxiliary space For S.O.G.

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Harbo	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Rememo 9-10-54 from Mr. McArdle to Mr. Harbo recommending that the Laboratory advise Mr. Sloan specifically of any tentative locations for antenna installations for microwave, CW and FM radio installations at Quantico.

Approved immediate plans call for the placement at Quantico of the microwave station, a 60-watt remotely controlled FM station and a 450-watt field office type CW station. The microwave tower is to be placed on the highest part of the ridge behind the Academy building near the old Marine Corps pistol range. The FM antenna is to be placed on the water tank on the hill just behind the Post Exchange Building on the base. The CW station antenna will be placed on the roof of the FBI Academy Building. These locations have been informally discussed with Mr. Sloan at Quantico previously and no changes are contemplated.

RECOMMENDATION:

It is recommended that this memorandum be referred to the Training and Inspection Division for the use of Mr. Sloan in obtaining official approval for the installations from the Commanding Officer on the post.

66-17381

RECORDED - 55

66-17381-

2 - Mr. J. E. McArdle

OCT 1 1954

AJB:IWC/kmb

ADDENDUM: For the 450-watt CW station, an antenna consisting of a single wire running from the Academy building to an adjoining Marine building will first be tried. If this does not give satisfactory results, it will then be necessary to erect metal pipe poles about 2" in diameter and 20' high at each of the two rear corners of the Academy building with the antenna wire strung between them.

OCT 6 1954

40 Hqs. Demand Room
Sloan
9/23/54

Sloan Hqs
McArdle

Plum
B

Cyle

as of 11/4/54
Sloan
advised
OK to proceed
with poles
per RTH
Sloan

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: September 23
1954

FROM : Mr. F. J. Baumgardner

SUBJECT: WAR PLANS - VITAL RECORDS TO QUANTICO

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Harbo	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Executives Conference memorandum of September 14, 1954, in Item 11 specified that a copy of the Department of Defense's Master Key Facilities List was to be removed to Quantico.

The Master Geographical Department of Defense's Key Facilities List is labeled by the Department of Defense "Security Information Top Secret." Copy Number 7 of this document has been placed in the designated file cabinet in Room 1649 and is ready for transportation to Quantico.

It should be noted that periodically the Department of Defense publishes changes to the Key Facilities List which consist of reprints of those pages affected by changes. It, of course, is necessary that these changes be inserted in the Key Facilities List and the cancelled pages destroyed. It should be further noted that from time to time the Department of Defense will reissue the Key Facilities List and will reprint the entire document. The present Key Facilities List is designated as KFL (H) the letter H designated as the eighth edition of the Key Facilities List. In the event of a complete reprint of the Key Facilities List the letter designation, of course, is changed and the cancelled Key Facilities List must be destroyed.

The Key Facilities List is delivered by the Department of Defense to Supervisor R. D. Simpson of the Internal Security Section in Room 1524 and appropriate receipts are given to the Department of Defense for this top secret document. In accordance with regulations of the Department of Defense the Bureau is required to submit inventories on the copies of the Key Facilities List in possession of the Bureau as of June 30 and December 31 of each year. An appropriate certificate is executed by Supervisor Simpson to the effect that he has personally checked and has seen the copy of this list in possession of the Bureau. At the time of the issuance of the new edition of the Key Facilities List, Supervisor Simpson is required to furnish a certificate to the Department of Defense certifying that he has personally destroyed the cancelled edition of the Key Facilities List. 66-17381-

RECORDED - 35

INDEXED - 55 EX - 107

51 OCT 6 5 1954 RDS:man

RECOMMENDATION:

It is recommended that this memorandum be routed to the Training and Inspection Division to advise that the foregoing action has been taken.

f. Bar

Rob

g. Bar

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: Sept. 23, 1954

FROM : Mr. F. J. Baumgardner

Bureau
 SUBJECT: WAR PLANS - VITAL RECORDS TO QUANTICO
 PLACES TO BE SEARCHED UNDER THE
 MASTER SEARCH WARRANT

Tolson _____
 Boardman _____
 Nichols _____
 Belmont _____
 Harbo _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Sizoo _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

Executives Conference memorandum dated September 14, 1954, indicated under Item Number 10 that the Executives Conference had unanimously approved the maintenance at Quantico, Virginia, of a list of places to be searched under the Master Search Warrant. The memorandum indicated that this list could be maintained as part of the Security Index and consist of individual 5 by 8 cards for each place to be searched.

Pursuant to the Executives Conference memorandum 275 five by eight cards have been prepared which identify each individual place to be searched under the Master Search Warrant as well as the contraband identified by code symbol letters which it is expected would be seized at the places searched. These individual cards have been filed behind individual index card guides bearing the field office in which the place to be searched is located. Also included in this file, behind the index guide card captioned Master Search Warrant, are 5 by 8 cards bearing the key to the contraband code symbols ~~leads~~ set forth on each of the individual cards.

Pursuant to the recommendation contained in the above-mentioned Executives Conference memorandum, these cards will be maintained as part of the Security Index.

By memorandum dated September 22, 1954, captioned "War Plan - Vital Records to Quantico, Security Index," you were advised of the procedures in operation to establish and maintain a duplicate set of Security Index Cards at Quantico. In that memorandum it was indicated that the duplicate cards, upon preparation by the Statistical Section will be transported to Room 1509, Justice Building, pending ultimate transportation to Quantico, Virginia.

RECORDED - 66 - 17381 -

13 OCT 1 1954

EX - 107

JLM:lfj

OCT 6 1954

The cards setting forth the identity and the location of places to be searched under the Master Search Warrant are being made a part of the duplicate Security Index file and will be maintained in Room 1509 pending their transportation to Quantico.

Maintenance at Quantico of List of Places to be Searched Under Master Search Warrant

The identity and location of places to be searched under the Master Search Warrant is the subject of constant change. Upon receipt of data from the field reflecting information which requires an addition, deletion or amendment to the list of places to be searched under the Master Search Warrant, appropriate amended cards for inclusion in the file to be maintained at Quantico will be prepared by the Internal Security Section and forwarded to Quantico. The clerical employee designated to handle the filing of the Security Index Cards at Quantico should likewise be thoroughly familiar with the manner in which the list of places to be searched should be maintained.

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division to advise that a file consisting of 5 by 8 index cards setting forth the identity and location of places to be searched under the Master Search Warrant has been constituted by the Internal Security Section and will be maintained in Room 1509, Justice Building, pending its transportation to Quantico as a part of the Security Index.

[Handwritten signature]

[Handwritten signature]

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *MB*DATE: September 23, 1954 *MB*FROM : R. R. ROACH *R*SUBJECT: *O'Brien* WAR PLANS - Auxiliary space for S.O.G.
VITAL RECORDS TO QUANTICO

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Reference Executive Conference memorandum dated September 14, 1954, which set forth 18 specific items which would be needed for immediate prosecution of the war. The Executive Conference unanimously approved the duplication of the specified material and maintaining it at Quantico, the Bureau's alternate headquarters. *McArdle*

Item 18, described as an index reflecting the identity and brief information on all informants used by Liaison Agents abroad, has been duplicated and a copy of these cards (5 x 8), totaling 57, have been placed in the file cabinet, Room 1649, which is designated for storage at Quantico. *Q*

This index will be kept up to date. All changes or additions as they occur will be furnished to Quantico for storage.

RECOMMENDATION:

This is for your information.

- MB*
1 - Mr. Boardman
1 - Mr. Keay
2 - Mr. McArdle

RECORDED - 55

66-17381-

EX - 107

409

Shore

2-M

33 OCT 8 1954

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *AB*

DATE: September 23, 1954

FROM : MR. F. J. BAUMGARDNER *FJB*SUBJECT: WAR PLANS - VITAL RECORDS TO QUANTICO*NOX HALL SPACE FOR S.O.G.*

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

The Executives Conference memorandum of September 14, 1954, which has been approved, in recommendation number 12, specified that the semiannual summary on the activities of the Communist Party, USA, is to be moved and maintained at the relocation site at Quantico.

This will advise that a copy of the summary captioned "Communist Party, USA - Summary - Activities, January 1 - June 30, 1954," has been assembled in cover 8½ by 11 and appropriately labeled. It has been placed in the designated file cabinet maintained in Room 1649 for removal to Quantico. Future summaries will be sent to Quantico as they are prepared on a semiannual basis.

RECOMMENDATION:

It is recommended that this memorandum be forwarded to the Training and Inspection Division to advise that the summary entitled "Communist Party, USA - Summary - Activities, January 1 - June 30, 1954," is ready for removal to Quantico as indicated above.

RECORDED - 55-46-17381-

408

EX - 107 13 OCT 1 1954

HOB:111 *lit*

OCT 6 1954

McKeller
520
7-13

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: September 23,
1954

FROM : Mr. F. J. Baumgardner

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Harbo	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

SUBJECT: WAR PLANS - VITAL RECORDS TO QUANTICO

Auxiliary space for S. O. G.

No number SAC letters relating to policy and instructions concerning the operation of the Emergency Detention Program.

Executives Conference memorandum dated September 14, 1954, authorized the maintenance at Quantico, Virginia of a file containing the policy and instructions, as set forth in no number SAC letter relating to the operation of the Emergency Detention Program (Item Number 16).

A file containing these data is currently maintained by the Internal Security Section at the Seat of Government. A duplicate of this file maintained by the Internal Security Section has been prepared and has been placed in a file cabinet in Room 1649 and will ultimately be transported to Quantico, Virginia. The duplicate file, which will be maintained at Quantico, Virginia, has been labeled "Emergency Detention Program (SAC letters and letters to all offices) duplicate maintained in Internal Security Section. This is not a Bureau file."

The duplicate file maintained at Quantico, Virginia, will be maintained in a current condition by the addition of new SAC letters and other letters containing general instructions relating to the Emergency Detention Program. These letters will be forwarded to Quantico, Virginia, by the Internal Security Section.

RECOMMENDATION:

RECORDED - 55

That this memorandum be referred to the Training and Inspection Division to advise that the above mentioned file designated as Item Number 16 in Executive Conference memorandum dated September 14, 1954, has been prepared and will be maintained in Room 1649, Justice Building pending its transportation to Quantico, Virginia.

JLM:sfd

51 OCT 6 1954

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *ABK*

DATE: September 23, 1954

FROM : R. R. ROACH *RR*SUBJECT: *Bureau* WAR PLANS - Auxiliary Space For S.O.G.
VITAL RECORDS TO QUANTICO

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Glavin	_____
Harbo	✓
Rosen	_____
Tamm	_____
Tracy	_____
Mohr	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Miss Gandy	_____

Reference Executive Conference memorandum dated September 14, 1954, which set forth 18 specific items which would be needed for immediate prosecution of the war. The Executive Conference unanimously approved the duplicating of the specified material and maintaining it at Quantico, the Bureau's alternate headquarters. *McArdle*

Item 17, described as a list of Bureau Agents on foreign assignment actually is a list of all Bureau personnel on foreign assignment and sets forth the names of the individuals, their home addresses, telephone numbers and the offices to which they are assigned. A copy of this list, consisting of 7 pages, has been placed in the file cabinet, Room 1649, which is designated for storage at Quantico. *LC*

As corrections or additions occur a revised list will be prepared and a copy furnished to Quantico for storage.

RECOMMENDATION:

This is for your information.

ABK

S. L. ...

ABK
JTB:kfc,mm
1 - Mr. Boardman
1 - Mr. Keay
2 - Mr. McArdle

RECORDED - 55

66-17381-

410

OCT 1 1954

EX - 107

OCT 6

5

2 M

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *AB*DATE: September 24,
1954FROM : MR. F. J. BAUMGARDNER *FJB*

SUBJECT: WAR-PLANS-VITAL RECORDS TO QUANTICO

AUX, NAVY SPACE FOR S.O. J.

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Harbo	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

OK

Executives Conference memorandum of September 14, in item 4, (a), specified that a concise summary of the Emergency Detention Program be prepared for removal and maintenance at the relocation site at Quantico.

Such a summary of the Program, including the steps to be taken at the SOG and in the Field, together with a resume of Departmental instructions, has been prepared and has been appropriately labeled in a bound folder and placed in a cabinet in Room 1649 to await removal to Quantico.

A copy of this summary is being retained in Room 1503 in order that it may be reviewed on a regular basis to insure that the copy maintained at Quantico is entirely accurate at all times. As changes occur in the Program, the Internal Security Section will prepare appropriate amended pages and forward them to Quantico for insertion in the copy retained in the relocation site.

It is desired to point out that the summary of the Emergency Detention Program necessarily incorporates data contained in the Attorney General's Portfolio which is top secret. For this reason it is imperative that this document be afforded the same security given to the Portfolio itself upon the removal of the latter to Quantico.

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division to advise that the Summary of the Emergency Detention Program has been prepared and a copy has been placed in the designated file cabinet in Room 1649 for removal to Quantico.

RECORDED - 55

66-11521-

WGO:ph *ph*

EX - 107

OCT 5

411
W&S
Slone
McK
AB

1 - Mr. J.E. McCardle (Rm 5250)

1 - Mr. J. W. Brown (Rm 7637)

Office Memorandum • UNITED STATES GOVERNMENT

TO :

MR. A. H. BELMONT *AB*DATE: September 24,
1954

FROM :

W. A. Branigan *WAB*

SUBJECT:

0 *Bureau* WAR PLANS - VITAL RECORDS TO QUANTICO
Auxiliary - for S.O.C.

Reference is made to the Executives Conference memo dated 9-14-54, in which Item 6 to be forwarded to Quantico was a copy of the monthly listing of Soviet Bloc officials and their dependents in the U. S. submitted by the New York and Washington Field offices.

RECOMMENDATION:

A copy of the current listing broken down by country and city has been placed in manila covers ^{and} is being retained in Room 1649 pending transmittal to Quantico.

LW:bjg *bjg*

Tolson _____
Boardman _____
Nichols _____
Belmont *RA* _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

RECORDED - 5

66-17381-

13 OCT 1 1954

EX - 117

OCT 6 1954

Red

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. L. V. BOARDMAN *JB*DATE: September 24,
1954FROM : MR. A. H. BELMONT *AB*

SUBJECT:

WAR PLANS - Auxiliary, special for S.O.
VITAL RECORDS TO QUANTICO

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Reference Executive Conference memorandum dated September 14, 1954, which set forth 18 specific items which would be needed for immediate prosecution of the war. The Executive Conference unanimously approved the duplication of the specified material and maintaining it at Quantico, the Bureau's alternate headquarters.

Item three was described as a copy of the war plans of every division at the Seat of Government to include the "check list" of various things which must be done by the Domestic Intelligence Division in the event of hostilities. The war plans and the "check list" have been duplicated and a copy placed in the file cabinet provided in Room 1649, which is designated for transportation to and storage at Quantico.

The Division war plans are brought up to date each 90 days. Revisions by page inserts where possible will be made and a copy will be designated for Quantico. *(J)*

RECOMMENDATION:

That this memorandum be forwarded to the Training and Inspection Division for their information.

RECORDED - 55 66-17381- 413

JWB:lmmlmm

1 - Mr. Keay

1 - Mr. McArdle

1 Mr. Plow

EX-107

OCT 2 1954

McArdle
1954
copy in 10 files
2-100

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *WAB*

DATE: September 29, 1954

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

FROM : W. A. Branigan *WAB*SUBJECT: *Bureau* WAR PLANS - VITAL RECORDS TO QUANTICO
Auxiliary Space For S.O.G.

Reference is made to the Executives Conference memo dated 9-14-54 indicating that Item 4 (b) a concise summary of the program calling for detention of enemy diplomats (Prodip) should be sent to Quantico.

RECOMMENDATION:

A copy of a concise summary dated 8-20-54 is being maintained in Room 1649 for transmittal to Quantico. As soon as the summary of this program for the Bureau chain of command has been duplimated, a copy of the duplimat will be substituted for the instant copy in order that the record at Quantico will be identical in every respect with that in the possession of the Bureau chain of command.

LW:bjg

1 - Mr. McArdle (Rm. 5250)

RECORDED - 55

66-17381- *414*

OCT 1 1954

EX - 177

51 OCT 65 1954

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE:
September 23, 1954

FROM : MR. F. J. BAUMGARDNER

SUBJECT: WAR PLANS - VITAL RECORDS TO QUANTICO
Auxiliary Index For (M) 5.0.14
SECURITY INDEX

Tolson	
Boardman	
Nichols	
Belmont	
Mohr	
Parsons	
Rosen	
Tamm	
Winterrowd	
Tele. Room	
Holloman	
Gandy	

DETAILS:

The Director has approved the recommendations set out in Executive Conference memorandum of September 14, 1954, that certain specified vital records be maintained for safe keeping at Quantico. Recommendation number 9 in the above memorandum called for the maintenance of a duplicate set of Security Index cards at Quantico. There were 25,800 Security Index subjects as of September 17, 1954, which can be filed in two 6-drawer cabinets designed for 5 x 8 cards.

This memorandum concerns the steps taken and the considerations involved in the establishment and maintenance of the duplicate set of Security Index cards.

Mechanical Reproduction of Cards

The Statistical Section has advised that a complete duplicate set of cards can be reproduced in approximately four days. We have been informed that the Statistical Section commenced running the complete duplicate set of Security Index cards early this morning and that they are expediting this matter to the extent possible. The Statistical Section expects to have ~~complete~~ the complete set of cards for all Security Index subjects by next Wednesday, September 29, 1954. The duplicate cards will thereupon be transported to Room 1509 in the Justice Building as explained more fully hereinafter.

Filing of the Duplicate Cards

The duplicate set of cards, upon receipt from the Statistical Section, will be filed in two 6-drawer filing

WGO:jla:ejf

RECORDED - 55

13 OCT 1 1954

EX - 107

OCT 8 1954

66-17321-

415
2-17

cabinets in room 1509. The Administrative Division has ordered these cabinets and delivery is assured no later than Friday, September 24, 1954. The cards will be checked and filed in alphabetical sequence by personnel assigned to the Security Index desk. Further, since a four-day backlog in FDs 122 and 128 will have been produced while the Statistical Section reproduced the complete duplicate set, the amended cards will be appropriately filed as the backlog is reduced.

Thus, the duplicate set of Security Index cards will have been constituted, checked and filed in the two cabinets by Friday, October 1, 1954, ready to be transported to Quantico on that date.

Other Operations Prior to Removal of Duplicate Set to Quantico

Prior to removal of the duplicate set to Quantico the Security Index Unit will check the cards and to facilitate future filing, will insert appropriate guide cards, including appropriate alphabetical and Special Section breakdowns.

A review of our records reveals that changes in Security Index cards are received at about 500 per week in normal months, approximately 2,000 per month. Filing of the cards is not a mechanical process since extreme care must be taken to insure absolute accuracy in the Security Index content. For instance, some of the cards represent new additions to the Security Index while others are amended cards requiring the substitution for those on file. In still other instances involving removal of subjects from the Security Index, cards must be pulled and destroyed. Considering the purpose for which these cards are maintained, it is imperative that the handling of these cards be meticulous and accurate.

It would appear most desirable that the clerical employee designated to handle the filing of these cards upon their removal to Quantico be thoroughly indoctrinated with the procedures involved. We are recommending that such employee spend one day in the Security Index Unit of the Internal Security Section to become familiar with the above operations. This would also provide an opportunity for the employee to be briefed as to the maintenance and subsequent amendments required in connection with other items

being removed to Quantico, including, e. g., the Emergency Detention Program Surveys from all the field offices, the list of places to be searched under the Master Search warrant, and Security Informant index cards.

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division with the request that the employee designated to handle the filing of the duplicate set of Security Index cards at Quantico be assigned to spend one day at the Bureau prior to their removal, to become familiar with the operations in the Security Index Unit of the Internal Security section in line with the observations set forth previously herein.

JL
9-24 RBA

ALM
Luther Blake
Quantico to take
the training 9/28/54
at

WMA

WMA
JL

SAC, Richmond

9/24/54

Director, FBI (353066)

PERSONAL AND

Bureau WAR PLANS - RECORDS REPOSITORY

Additional Space For J.O.G.

Reference is made to Bulet to Richmond 7-20-54 advising that the Richmond office would become the repository of certain vital Bureau records.

The Bureau has recently determined that Quantico should be the repository of all vital Bureau records. Therefore, the SAC at Richmond should expedite the transfer of those vital records he now has to the SAC at Quantico. Full security of the records must be insured in making this transfer.

Bureau records reflect that there are deposited at Richmond the following records:

- (1) A copy of the Security Index list.
- (2) A copy of Bureau payroll.
- (3) Bureau personnel retirement record.
- (4) Photographs of FBI personnel fingerprint cards.
- (5) Photographic copies of handwriting specimens of individuals on key figure list.
- (6) Photostat of the suggested draft of an agreement between the FBI and the Office of Censorship dated 12-15-50.
- (7) Records relating to Special Agents insurance fund and the Charles S. Ross fund.
- (8) The Atomic Energy Security Risk list.

COMM - FBI
SEP 24 1954
MAILED 30

Bureau records further reflect that the No. 3 copy of the Attorney General's Portfolio is still in the custody of the SAC at Little Rock. The SAC at Little Rock should be

To: SAC, Little Rock
cc: Mr. Belmont
Mr. Mohr
Mr. Sloan
File 66-17381
File 100-356062

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

EX-125

Declawing
20400
8-24-54
EJH

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OCT 4 1954

100-353086-
100-356062-

SEP 24 11 20 AM '54

alert to a possibility of returning the portfolio to the Bureau in the custody of an experienced Agent per Bureau instructions in referenced letter. The portfolio on arriving at the Bureau will be transferred to the SIO at Quantico for safekeeping.

For the information of the SIO at Quantico, these records are to be maintained in such manner as to insure the utmost security and there will be forwarded to Quantico on a periodic basis a complete new Security Index and from time to time additional handwriting specimens of key figures as well as photographs of FBI personnel fingerprint cards. The FBI payroll and FBI personnel retirement records as well as other records which will be placed in your custody will be changed from time to time. At such times as changes are made they will be accompanied by appropriate instructions as to the manner of disposing, if necessary, of any records you then have on hand as well as the manner of filing which is desired.

The Bureau should be advised when the records from Richmond have been received at Quantico.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *ABA*

DATE: 9/24/54

FROM : W. A. BRANIGAN *jobs**Bureau*
SUBJECT: WAR PLANS - VITAL RECORDS TO QUANTICOAuxiliary SPICE FOR S-O-S.

Reference is made to the Executives Conference memo dated 9/14/54 in which Item 3 to be forwarded to Quantico is a duplicate set of assignment cards of matters handled in the Espionage Section.

RECOMMENDATION:

This duplicate set of assignment cards is ready in Room 1526 pending transmittal to Quantico.

Sent
SBD: *him*

cc: J. E. McArdle, Rm. 5250
J. W. Brown, Rm. 7637

Tolson _____
Boardman _____
Nichols _____
Belmont *ABA*
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

RECORDED - 7

EX-125

66-17581-417
18 OCT 4 1954

53 OCT 8 1954

5- J. W. B. *BA*

McArdle

Brown 1088

2-01

1 - J.E. McCordle (Rm. 5250)
1 - J.W. Brown (Rm. 7637)

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *APA*

DATE: September 24,
1954

FROM : W. A. Branigan *WAB*

SUBJECT: *0* BUREAU WAR PLANS - VITAL RECORDS TO QUANTICO

Auxiliary copy for S.O.G.

Reference is made to the Executives Conference memo dated 9-14-54 in which Item 7 to be forwarded to Quantico was a copy of the list of dangerous aliens attached to international organizations.

RECOMMENDATION:

A copy of the New York letter of 8-31-54 re "International Organizations; Dangerous Aliens of Nations Outside the Soviet Bloc; IS-X," has been placed in manila covers and is being retained in Room 1649 pending transmittal to Quantico.

LW:bjg *bjg*

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

RECORDED - 7

66-17381-418
OCT 2 1954

EX-125

5 J.W. Brown
McCordle
2-m
Shannon
10.2.54

124
OCT 8 1954

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

DATE: 9/28/54

FROM : R. T. Harbo

SUBJECT: BUREAU WAR PLANS - EVACUATION

Auxiliary Space For S.O.C.

Tolson ✓
Boardman
Nichols
Belmont
Mohr
Parsons
Rosen
Tamm
Winterrowd
Tele. Room
Holloman
Gandy

Reference is made to memorandum from Mr. Belmont to Mr. Boardman dated 9-2-54 pointing out that any evacuation planning to be effective must be on a practical basis. We must be assured that the plans will work. Mr. Belmont further points out that current planning calls for the evacuation of a considerable number of Bureau personnel on an immediate basis and that the families of such individuals will be taken care of by other designated Bureau personnel remaining in Washington. Mr. Belmont points out that it is quite possible that a supervisor scheduled for evacuation with a wife and several children may consider it his first duty to take care of his family and place them in a position where they will not be subjected to danger and will be able to secure food and the necessities of life without assistance and after that will report to the relocation site.

Mr. Belmont points out that the net result of this will be that the Bureau will not have sufficient personnel to launch and carry out the Bureau's responsibilities and that the problem should be approached realistically by taking one of the following two steps:

(1) Advance plans must be made to assure evacuated personnel that their families will be taken care of immediately or

(2) The evacuated personnel should be able to take their families with them to the vicinity of the relocation center. Mr. Belmont feels this plan is preferable.

Evacuation planning at this time is based on the premise that it will be necessary for the evacuees to depart for the relocation site within 15 minutes to 20 minutes after receipt of orders to evacuate and that a vast majority of the personnel involved will be using personally owned automobiles.

JEM:nfp

attachment

200-1-54 RECORDED-101
10-1-54

66-17321-4/9

13 OCT 6 1954

OCT 8 1954

RECORDED COPY FILED IN 66-2554-11

- The Executives Conference on December 17, 1951 and December 29, 1951 considered the problem of caring for the families of Bureau personnel at or near the relocation site. The Director at commenting on the Conference action of December 19, 1951 stated "I am against any arrangement for moving families to our emergency quarters."

The Conference on December 29, 1951, was asked to consider the possibility of procurement of temporary housing in the vicinity of the Bureau's alternate emergency headquarters for the families of Bureau employees designated to work at such headquarters. The Conference unanimously recommended that families of Bureau employees assigned to Bureau relocation site not be moved into the temporary housing at the temporary headquarters but that Special Agent Supervisors remaining behind be designated to keep contact with and take care of the needs of the families of Bureau employees who have been evacuated to the temporary headquarters. The Director okayed this recommendation which is now in operation.

RECOMMENDATION:

It is recommended that each employee now scheduled for evacuation be given the opportunity of finding temporary headquarters for his family in the vicinity of the Bureau's relocation site at Quantico unless, of course, the individual scheduled for evacuation has made previous plans for the welfare of his family at some other location which he deems more favorable.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew 9/30/54

The Executives Conference thoroughly considered this matter 9/29/54. Present were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman, Nichols and Mason.

The Conference unanimously recommends:

1. That families of evacuees not be taken to the evacuation site.

(See Next Page)

2. That efforts not be made by the Bureau to quarter relatives of evacuees near the evacuation site.

3. That Seat of Government Division Heads recontact those employees scheduled for evacuation to make certain that employees have made personal plans which are satisfactory to them, bearing in mind that representatives of the armed forces necessarily have to go off to war and leave their families in various cities at home where they could possibly be bombed just as families of FBI evacuees might be bombed while the FBI employees are at the evacuation site. There was strong sentiment that the employees scheduled for evacuation have already made appropriate plans for an emergency but it was felt that an additional reminder would help.

If you approve there is attached an appropriate instruction to Seat of Government Division Heads.

J. C. C.

H.

V. J.

~~SECRET~~

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *ABZ*

DATE: October 1, 1954

FROM : R. R. Roach *3*
A

u.c.
(S) SUBJECT: *O* BUREAU WAR PLANS - Auxiliary Space For S.O.G.

Tolson ☒
Boardman ☒
Nichols ☒
Belmont ☒
Mohr ☒
Parsons ☐
Rosen ☐
Tamm ☐
 Sizoo ☐
Winterrowd ☐
Tele. Room ☐
Holloman ☐
Gandy ☐

b1

ACTION:

None. For your information. *ABZ F2* *En*

SJP
SJP:lw

1 - Mr. McArdle

RECORDED-101
EX. 117
INDEXED-101

66-17381- 420

13 OCT 6 1954

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 05-19-2011

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

Classified per OGA letter dated 5/11/2011

33 OCT 8 1954
124 ~~SECRET~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : *The Director*

DATE: 8/16/54

FROM : *The Executives Conference*

SUBJECT: AVAILABILITY OF FILES AND RECORDS AT ANY
EMERGENCY EVACUATION HEADQUARTERS OF FBI

Tolson _____
Boardman _____
Nichols _____
Belmont _____
DeLoach _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

Present at the Executives Conference 8/12/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Hennrich, Kemper, Winterrowd, Nichols and Mason. At the moment we are scheduled for evacuation to Shepherd College, Shepherdstown, W. Virginia, in the event the President orders that we evacuate Washington; we are considering the feasibility of transferring evacuation headquarters to the FBI Academy at Quantico, Virginia, but this decision must be held up until the Telephone Company has completed its engineering survey as to whether communication lines can be established to all points of the country without having to clear through the telephone exchange in Washington.

A key problem in connection with any evacuation is the availability of necessary records. At present there are 27,000 individual files (40,000 volumes) appropriately marked with an orange band scheduled for evacuation from Washington if such an evacuation becomes necessary. These files, in excess of 19 tons, are in daily use at the Seat of Government, and to move them out of the building tremendous problems will have to be solved in accumulating the files, carrying them to a truck, obtaining trucks and then arranging for the trucks to travel to the relocation site under what could well be hazardous conditions. Records Section has estimated it will take two hours during a normal workday to assemble the files on a loading platform; 12 hours at night or over a week end. The Air Force does not contemplate that it will be able to give as much as two hours advance notice of a bombing attack until sometime in 1957. Consequently, any plan to evacuate a mass of files from Washington during the interval between notice of an impending attack and an actual bombing is probably doomed to failure. If we wait until after the bombing before seeking to move files, there may be no files to move, or they may be so radioactive as to be useless. The General Services Administration has indicated that as soon as they have notice of an impending attack, they plan to move their trucks out of town immediately while empty in order to keep the trucks from being destroyed.

On the other hand, the FBI is obligated by a memorandum from the AD-HOC Committee on Alert Planning (Office of Defense

Attachments

cc - Mr. Harbo
Mr. Sizoo

EDM:cs 33 OCT 8 1954

7 SEP 30 1955

EX - 107

Mobilization which supervises for the White House war plans of key agencies) dated 3/26/54 instructs: (1) all emergency relocation be planned for the duration of the war rather than for a temporary 90-day period as was previously the rule; (2) Government owned facilities be used to the maximum extent possible; (3) all persons performing essential war functions be scheduled for relocation; (4) have adequate transportation available for moving all scheduled personnel to the relocation site; (5) keep active the program of selecting indispensable operating records for duplication in a repository outside of the target area.

With regard to #5 relating to having operating records available, the War Plans Coordinator of the Training & Inspection Division proposed to the Domestic Intelligence Division that:

One copy of every summary report on each Security Index subject be withdrawn from the Seat of Government or field file and that in the future when such reports are being prepared, an extra copy be made; all such copies be sent to the FBI Academy at Quantico where an open-top folder will be prepared for each Security Index subject and such reports can be placed within the folder; folders to be in alphabetical order; the files to be retained in the attic at Quantico which is quite safe and has a concrete floor; it is estimated about three hours clerical work per day would be necessary and the Quantico staff will endeavor to absorb this without additional personnel at this time; copies of these summary reports would then be available for use if Quantico becomes our emergency headquarters or for transportation to Shepherdstown if that remains our emergency headquarters; transportation from Quantico to Shepherdstown should pose little or no problem.

The Training & Inspection Division made this proposal because:

1. Any plan to evacuate Security Index cards would make available at Quantico only the barest of information, such as name and alias, citizenship, residence and business addresses, file number, list of organizations of which the subject has been a member or affiliate and an indication as to whether the subject had been trained in sabotage, etc. Training & Inspection Division feels this is very little information on which to base either a fugitive hunt or to endeavor to conduct hearings in the event Seat of Government files and those of a pertinent field office

should both be destroyed. For example, destruction of files in Newark Office could be effected by one bomb and Newark-New York is the #1 target in the United States, according to the Military.

2. We would have to have information which could be used to hold Security Index subjects after apprehension and it is not sound to assume that a bombing of New York-Newark would result in martial law all over the entire United States, and consequently, Security Index subjects at Atlantic City, Trenton, and other places in New Jersey would be afforded the contemplated hearings and we would have to have evidence to hold these people.

3. Since we are already under orders from the Office of Defense Mobilization to duplicate essential operating records and it would be virtually impossible to duplicate all of our security files, the most economical and practical procedure appears to be to set aside copies of summary reports at Quantico for the most essential files, namely, the Security Index and perhaps certain espionage subjects.

The Domestic Intelligence Division, as a counter-suggestion, stated:

It would be desirable to have all security files at the relocation site, and it is our understanding that security files will be moved to the relocation site, if this is possible, subsequent to relocation. The basic problem is what files this Division will require to properly operate under emergency conditions at a relocation site. The answer is not the setting up of copies of summary reports in Quantico. This would answer only a part of our problem, because the summary reports on Security Index subjects by no means constitute our whole problem. The New York Office has not been required to submit such summary reports in a large percentage of its cases; therefore, we would not be covering many of the New York cases on the Security Index. We would not have summary reports on the thousands of cases now under investigation for consideration as to inclusion in the Security Index. Under the proposal, we would not be sending down reports in all of our espionage and related cases, front organizations, labor infiltration cases, treason, sedition, splinter groups, and other pending cases in the Internal Security Section. It can be argued that all of these cases constitute indispensable records and, therefore, should be transmitted to Quantico in advance. The transmittal of Security Index summary reports to Quantico would provide us with information to produce at hearings of those persons, to whom the reports apply, apprehended under the Emergency Detention Program and when the field office files have been destroyed. Normally, the field copy of the report would be utilized. The summary reports would give us some information of value in a fugitive investigation, but not the same degree of

information that the complete file would give us, as the summary reports are written from the standpoint of available information and evidence rather than to locate a fugitive. If the City of Newark, for example, is struck by an atom bomb, and the City of Washington, D. C., is also struck, resulting in demolition of our files at both locations, it is logical to assume that there will be little need for summary reports on Security Index subjects located in Newark and immediate area, estimated at 600 out of the 800 subjects in the Newark territory. Under the extreme emergency conditions which would exist following an atomic bombing, up until the war was over, it is doubtful that the destruction of summary reports on a small group of persons apprehended would warrant saddling the Bureau now with a program of maintaining a large number of reports at Quantico on a continuing basis, involving an increasing amount of upkeep and expense. The Division does not agree that the setting up and maintenance of these files at Quantico would be inexpensive but, rather, feels that the procedure would be expensive both as to money and manpower on a continuing basis. To be effective, the reports maintained at Quantico should go beyond the initial summary reports on Security Index subjects, and additional reports to keep the files up to date would run well beyond 30,000 a year.

In summary, sending summary reports on Security Index subjects would give us only partial insurance, covering only those subjects on whom summary reports have been written; the reports would be needed for hearings only in the relatively small number of cases where field reports were destroyed by enemy action and the subjects were still alive and apprehended; the cost of setting up and maintaining even the partial files suggested will be very material and the insurance afforded does not warrant the move suggested.

The Domestic Intelligence Division as a counter suggestion contemplated:

1. Setting up in Quantico a complete set of Security Index cards, including photograph and description, where available; keep these up to date at all times; use them for control of the emergency detention program. Domestic Intelligence Division points out this will not provide information necessary for a hearing but that field copies of investigative reports can be used for hearing purposes, if available.

2. There are thousands of pending Security Matter - C cases, looking toward investigation and inclusion in the Security Index; no record exists at the Bureau on all such cases as new ones are received frequently by field but not immediately reported to Bureau. Domestic Intelligence Division feels that in an emergency, field would be instructed to work all pending Security Matter cases promptly and present to U. S. Attorney and simultaneously notify Bureau; this would throw responsibility on the field but would not give Bureau individual control of such cases; Domestic Intelligence Division feels this is a logical step under emergency conditions.

3. Set up a duplicate set of Domestic Intelligence Division assignment cards at Quantico on all other cases in the Internal Security Section, such as Communist Party, front groups, treason, sabotage, splinter groups, etc.; bring these cards up to date monthly; this would give a control as to cases which are pending and would enable Seat of Government to follow the field.

4. Follow same procedure as to pending cases in Espionage Section by sending duplicate assignment cards to Quantico monthly.

Domestic Intelligence Division proposes no files go to Quantico; should conditions permit immediately subsequent to evacuation, transmit all pertinent security files to Quantico; if conditions do not permit subsequent evacuation the Bureau will still have some controls from which to operate.

It is the position of the Training & Inspection Division That the sending of assignment cards on security type cases and security index cards to Quantico do not comply with the regulations of the Office of Defense Mobilization to duplicate indispensable operating records and put them in a repository outside the target area; that our failure to have at least essential working records available at Quantico would never be excused by the President and the American people in the event records of some field office and the Seat of Government are simultaneously destroyed, which is a distinct possibility; cost of maintaining the duplicate records at Quantico would be negligible, presumably less than \$3,000 a year.

EXECUTIVES CONFERENCE RECOMMENDATION:

1. As to whether summary reports on Security Index and key espionage cases should be sent to Quantico, there was divided opinion. The majority, Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont,

Hennrich, Winterrowd, Kemper (and Mr. Boardman who was not present) believe that the Domestic Intelligence Division has taken the most practical approach by suggesting that copies of Security Index cards and the assignment cards relating to cases supervised in the Domestic Intelligence Division be sent to Quantico in lieu of copies of summary reports. The majority felt that the Bureau should not create a "white elephant" and over a period of years the Security Index files at Quantico would grow, there would be deletions and additions and that the Bureau could not afford the expense.

The minority, Messrs. Nichols and Mason, felt that the expense would be negligible and should not exceed \$3,000 a year; that failure to send summary reports in Security cases to Quantico would be noncompliance with Office of Defense Mobilization instructions of 3/26/54 to the effect that indispensable operating records should be duplicated in a repository outside the target area; that while copies of these reports will not solve all our problems, they will go a long way in eliminating future headaches and will show the FBI tried to comply in the most practical way with common sense precautions and Office of Defense Mobilization regulations.

Based upon the Director's views, appropriate action will be taken.

There is attached a sample Security Index card on Sarah Molly Shuldiner. The only addition which would be made to this card prior to its retention at Quantico would be to add a description and a photograph.

Also attached is a summary report of 34 pages relating to this individual and it was felt that the Director could see how much more vast and helpful is the information contained in the summary report by comparison with the Security Index card.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

FROM : L. B. Nichols

DATE: Sept. 27, 1954

SUBJECT:

BUREAU WAR PLANS - INSTALLATION
OF FIFTY PAIR CABLE, MICROWAVE
SITE, SHEPHERDSTOWN, WEST VIRGINIA

Auxiliary space For S.O.G.

Tolson _____
 Boardman _____
 Nichols _____
 Belmont _____
 Parsons _____
 Rosen _____
 Tamm _____
 Sizoo _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

It is recalled the Bureau had a contract with the Virginia Telephone and Telegraph Company to install a fifty pair cable connecting the microwave station at Shepherdstown with the central office of the Central Telephone Company, subsidiary of Virginia Telephone and Telegraph Company, and that the materials were purchased but the installation not made during the latter part of the summer as summer school was then in session.

When Quantico was being considered as a relocation site, [redacted] of Virginia Telephone and Telegraph Company at Front Royal, Virginia, was telephonically advised by Mr. McGuire to hold the work in abeyance until a decision was ultimately made as to whether the microwave station would be continued at Shepherdstown. This was for the purpose of mitigating damages under the contract.

On September 14, 1954, [redacted] was again telephonically advised not to make the installation but to check with his company to see if they would be able to use the materials which had been purchased under the Bureau's contract and to advise what termination charges might result to the Bureau in the event the entire contract was cancelled.

Today, September 27, 1954, [redacted] recontacted Mr. McGuire advising that Virginia Telephone and Telegraph Company had definitely concluded that they could use all of the materials which had been purchased in furtherance of the Bureau's contract and that further there would be no termination charge made to the Bureau on this particular contract. [redacted] stated he would confirm these findings by letter and he has been advised that the Bureau wishes the contract terminated since we were no longer going to use the microwave installation at Shepherdstown.

cc: Mr. Harbo, Attention Mr. McArdle
 Mr. Parsons
 Mr. Wherry

RECORDED - 23

JJM:MP

53 OCT 8 1954

EX - 107

66-17385-

While discussing this matter with [] he also expressed the view that if the Bureau ultimately decides in the next several months to terminate its installation at Shepherd College, there would probably be no termination charges up there for our switchboard equipment presently installed as the limitation under that contract called for a termination charge only if the installation was to be removed within a three year period. We have had our installation up there more than three years.

b6
b7C

[] expressed the view that if any other agency was interested in the situation at Shepherd College to take over as a relocation site, the Central Telephone Company of West Virginia and the Virginia Telephone and Telegraph Company would, of course, be saved a great deal of unnecessary labor.

This is mentioned here just in case the Justice Department might make inquiry regarding a possible relocation center as the Bureau may want to consider, if it has not already done so, suggesting the Justice Department take a look at Shepherd College as its own relocation site.

*I don't think we
should make any
suggestions. We
have plenty to do
to take care of our
own arrangements*

9/28

*JM
for*

✓

←

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 05-04-2011

m • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: September 27,
1954

FROM : Mr. F. J. Baumgardner

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

Buyer

SUBJECT: WAR PLANS - VITAL RECORDS TO QUANTICO
EMERGENCY DETENTION PROGRAM SURVEYS

175-82
Class. & Ext. By *SP6 lja/et*
Reason-FCIM II, 1-2.4.2.3
Date of Review *1-15-92*

Auxiliary - PAGE For S.O.G.

Executive Conference memorandum September 14, 1954, under Item Number 15, approved the maintenance at Quantico, Virginia, of a copy of the Emergency Detention Program Survey of each field office. (U)

Pursuant to the Executive Conference memorandum, fifty-two file folders have been prepared each containing the pertinent Emergency Detention Program Survey of one of the Bureau field offices. Each survey is maintained in a separate folder bearing the Bureau file number of the Emergency Detention Program and the sub file number assigned to the individual office. The folder likewise identifies the office to which the individual survey applies. In addition to this data the folder bears the caption, "Emergency Detention Program Survey."

Maintenance of Surveys at Quantico, Virginia (U)

Upon receipt of data from the field containing information which requires an addition, deletion or amendment to the Emergency Detention Program Survey of a particular office it will be forwarded (U) to Quantico by the Internal Security Section so that the copy of the survey maintained at Quantico may be brought up to date. The employee (U) designated to handle the file of the Security Index cards at Quantico and the list of places to be searched under the Master Search Warrant should be thoroughly familiar with the manner in which the survey shall be maintained.

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division to advise of compliance with the recommendation contained in Executive Conference memorandum September 14, 1954, under Item Number 15. These fifty-two file folders will be maintained in Room 1649, Justice Building, pending their transportation to Quantico. (U)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

RECORDED - 23
OCT 4 1954

53 OCT 8 1954
JLM:nlf
124

EX-102

~~SECRET~~

Federal Bureau of Investigation

United States Department of Justice

1114 Commerce Street - 12th Floor
Dallas 2, Texas

September 24, 1954

PERSONAL AND ~~CONFIDENTIAL~~

Director, FBI

Dear Sir:

Reference is made to your letter of September 21, 1954, concerning your request of August 25, 1954, that all documents and letters in my possession relative to the chain of command at the Seat of Government be returned to the Bureau. Wartime Auxiliary SPTS For S.O.G.

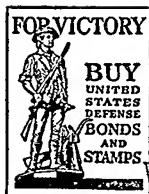
All such communications in my possession, consisting of copy of Bureau letter dated June 24, 1954, to SAC Hallford and Bureau letter dated August 26, 1954, addressed to me, were forwarded to the Bureau by registered mail on September 17, 1954, marked for attention of the Training and Inspection Division.

Very truly yours, 66-11381-424

RECORDED - 23

W. A. MURPHY
Special Agent in Charge

EX - 107



WAM:FB

67-425

53 OCT 8 1954

Mr. Tolson	_____
Mr. Boardman	_____
Mr. Nichols	_____
Mr. Belmont	_____
Mr. Harbo	_____
Mr. Mohr	_____
Mr. Parsons	_____
Mr. Rosen	_____
Mr. Tamm	_____
Mr. Winterrowd	_____
Tele. Room	_____
Mr. Holloman	_____
Miss Gandy	_____

SEP 27 1954

SEP 29 1954

66-11381-424

Handwritten signature/initials

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *AB*DATE: September 30,
1954FROM : R. R. Roach *RR*SUBJECT: *usa*BUREAU WAR PLANS - *Dividing space T. 20.12*

Referral/Consult

Tolson	✓
Boardman	✓
Nichols	✓
Belmont	✓
Harbo	✓
Mohr	✓
Parsons	✓
Rosen	✓
Tamm	✓
Sizoo	✓
Winterrowd	✓
Tele. Room	✓
Holloman	✓
Gandy	✓

Mr. LaPlante stated he would coordinate this matter and would see that all instructions and material were furnished to the Liaison Agent.

ACTION:

This is submitted for your information.

SPB 1.2 6.2

CWB:lw *lw*

1 - Mr. McArdle

RECORDED - 23

66-17381-425

OCT 3 1954

EX - 107

53 OCT 8 1954

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Parsons

DATE: Sept. 20, 1954

FROM : I. W. Conrad

SUBJECT: *Bureau War Plans Auxiliary Space For S.O.G.*
EMERGENCY PLANS - QUANTICO
(Bufile 66-17381)

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

As you know, on 9-14-54, it was indicated that Quantico had been approved as a relocation center to replace Shepherdstown. Pursuant to this decision, an immediate survey of the storage requirements for housing the radio equipment presently stored at the Newton D. Baker Veterans Administration Center at Martinsburg, West Virginia, was made.

On 9-15-54, SA Baker of this section proceeded to Quantico for the purpose of determining if adequate storage facilities were available. It was determined that the classroom and the shop-office building near the old ranges, both of which have solid concrete slab floors, could be utilized for this purpose. The combined floor space of the two buildings closely approximates that presently being utilized at the VA center and the old shop and storage room have doors large enough to admit the large transmitter cases which are included in the material in storage. In the event these buildings are utilized for this purpose, it might be desirable to put bars on the windows for security reasons.

ACTION:

None. For the information of the Training and Inspection Division.

1 - Mr. McArdle

AJB:KMB

RECORDED - 116

OCT 11 1954

66-17381- 426

Cape

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *1. Jones*

FROM : R. T. Harbo *RTH*

SUBJECT: WAR PLANS - STORAGE OF
RADIO EQUIPMENT NOW AT
MARTINSBURG

DATE: 9-27-54

Tolson _____
 Boardman _____
 Nichols _____
 Belmont _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Sizoo _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

new

Auxiliary space for S.O.C.

Reference is made to memorandum, Mr. Conrad to Mr. Parsons, September 20, 1954, pointing out that the shop-office building and the classroom building on the old ranges at Quantico, both of which have solid concrete floors could be utilized to store the radio equipment now at the Newton D. Baker Veterans Administration Center at Martinsburg, West Virginia. This equipment is designed to augment the radio installations now at Clinton and Waldorf.

Reference memorandum advises that if this radio equipment now at Martinsburg is to be stored in the shop-office building and classroom on the old ranges at Quantico, it would be advisable to put bars on the windows. Mr. Sloan has advised that it will be possible to have the Marine Corps place appropriate bars on the windows for a total cost of \$148.10, (\$51.78 - material, \$96.32 - labor.)

Mr. Sloan further advised that he is reluctant to give up the present classroom for storage in as much as the building is in use as a classroom on a periodic basis. He advised, however, that since the equipment in question is heavy and the two buildings in question are the only ones immediately available with concrete floors, he could make the classroom building available and prepare at no additional outlay of money, a building of similar size on the old ranges now being used for miscellaneous storage, for classroom use.

RECOMMENDATION:

It is recommended that Mr. Sloan be authorized to place the necessary bars on the windows of the shop-office building and the classroom building on old ranges at a cost of approximately \$148.10.

JEM:jjg

cc: Mr. Sloan
 Mr. Parsons

RECORDED - 116

117

66-17381- 427

33 OCT 8 1954

121 / COPIES DESTROYED

10 SEP 30 1969

70

W. Conrad

CONRAD

11/23

Sloan

SAC, Quantico

October 5, 1954

Director, FBI

BUREAU WAR PLANS - VITAL RECORDS TO QUANTICO

Attached is a copy of a concise summary dated 8-20-54 on "Procedures for Handling Diplomatic and Official Representatives of Enemy Nations in the Event of Hostilities."

This should be placed with the other Bureau War Plans records.

Attachment

cc - 1 - Mr. McArdle (Room 5250)

LW:ewk

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

RECORDED-20
EX-130

COMM - FBI
OCT 8 1954
MAILED 20

OCT 8 1954

428
520
LW 15
RH
BN

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. BOARDMAN

DATE: August 10, 1954

FROM : A. H. BELMONT

SUBJECT: PEACE WAR PLANSAuxiliary space for S.O.G.

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Glavin	_____
Harbo	_____
Rosen	_____
Tamm	_____
Tracy	_____
Mohr	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Miss Gandy	_____

The attached memorandum suggests that one copy of each summary report in a current Security Index case be pulled from Bureau files and transmitted to Quantico for use in the event of an emergency.

The basic problem involved in this matter is what files this Division will require to properly operate under emergency conditions at a relocation site, such site currently being designated as Quantico. [I do not think that the answer to this problem is the setting up of copies of summary reports in Quantico. This would answer only a part of our problem because Security Index cases, while a large percentage of our pending cases, by no means constitute our whole problem.] In addition, the New York Office has not been required to submit such summary reports in a large percentage of its cases; therefore, we would not be covering many of the New York cases on the Security Index. Aside and apart from these objections, I feel that an attempt to set up summary reports in Quantico would be a highly expensive procedure and would become a white elephant because of the expense and time needed to keep the files up to date in Quantico.

As a counter suggestion, we contemplate the following:

(1) We will set up in Quantico a complete set of Security Index cards, including photograph and description where available. This will be kept up to date by sending all current changes to Quantico, as they are received. This will give us a control for the operation of the Emergency Detention Program. It will not give us the information necessary for a hearing. However, the field copies of the investigative reports can be utilized for this purpose.

(2) We have a considerable number of pending Security Matter - C cases looking toward investigating the subjects, and where warranted, placing them on the Security Index. The Bureau is cognizant of many such cases; however, we do not have a record of all such cases because the field is currently receiving new

CC - Mr. Harbo
Attachment

AHB:ELC 13 1954

EX-128

RECORDED-20

SENT DIRECTOR

66-17381-429

2 SEP 20 1954

MEMORANDUM FOR MR. BOARDMAN

cases which are not reported to the Bureau immediately. Therefore, we propose that in an emergency the field would be instructed to work all pending Security Matter - C cases promptly and to present the case to the U.S. Attorney for arrest of the subject, where warranted, notifying the Bureau at that time. This would throw the responsibility on the field and would not give us individual control of such cases. It is a logical step under extreme emergency conditions.

(3) We will set up in Quantico a duplicate set of assignment cards on all other cases in the Internal Security Section, such as the Communist Party, Communist Party fronts, treason cases, sabotage cases, splinter groups, etc. We maintain assignment cards at the Seat of Government and can, therefore, once a month bring up to date in Quantico the assignment cards stored there. This would give us a control as to pending cases and would enable us to follow the field to see that action is taken.

(4) The same procedure as to pending cases in the Espionage Section will be followed, that is, a duplicate set of assignment cards will be sent to Quantico and kept up to date on a monthly basis.

Under the above proposal, we would take no files to Quantico at this time. Should conditions permit, immediately subsequent to evacuation, we should transmit all pertinent security files to Quantico. However, if conditions do not permit, we will at least have a control from which to work. The additional records necessary for operating our security programs in an emergency have been made the subject of a separate memorandum.

RECOMMENDATION:

If you agree with the above, we will put it into effect.

EXECUTIVES' CONFERENCE
CONSIDERATION:

On August 10, the Executives' Conference consisting of Messrs. Boardman, McGuire for Nichols, Rosen, Harbo, Tamm, Parsons, Mohr, Sizoo, Kemper and Belmont considered the above proposal and unanimously recommended its approval.

est
J.E.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

FROM : R. T. *[Signature]* *m*

SUBJECT: WAR PLANS - DETCOM -
SUMMARY REPORTS

DATE: 7/29/54

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Mohr _____
Trotter _____
Winterrowd _____
Tele. Room _____
Holloman _____
Miss Gandy _____

Office of Defense Mobilization has approved Quantico as the Bureau relocation site, thus making it possible for the Bureau to remove essential working records from the Washington target area and still have them under Bureau custody and control.

There are approximately 25,500 individuals on the security index. Current Bureau instructions require summary reports of each individual on the security index. Supplemental investigative reports are submitted on key figures, individuals employed in key facilities and top functionaries every six months and annual supplemental investigative reports are submitted on the "run of the mill" security index subject.

There have been prepared to date approximately 20,000 summary reports in security index cases. By removing one copy of each of these summary reports from Bureau files and by instructing the field to designate one copy of each summary report prepared in the future and each supplemental investigative report prepared thereafter for Quantico, it will be possible to have essential working records on security index subjects available if the Bureau finds it necessary to evacuate Washington. The Records Section has previously indicated that it will cost approximately \$.0638 per serial to pull those summary reports now on file at Seat of Government.

RECOMMENDATIONS:

1. It is recommended that one copy of each summary report in a current security index case be pulled from Bureau files and transmitted to Quantico.

2. There is attached a proposed SAC Letter instructing the field to designate 6 copies of summary reports and supplemental investigative reports in security index cases for the Bureau. (One for Quantico).

RECORDED-20

JEM:DB

Attachment - *[Signature]*

128

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: September 1, 1954

FROM : Mr. F. J. Baumgardner

Tolson _____
 Boardman _____
 Nichols _____
 Belmont _____
 Harbo _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Sizoo _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

Bureau
 SUBJECT: WAR PLANS *Auxiliary space for S.O.R.*
 1) MICROFILMING FINGERPRINT CARDS OF SECURITY INDEX SUBJECTS
 2) INCLUDING FINGERPRINT CLASSIFICATION AND FBI SECURITY INDEX CARDS

The attached Executives Conference memorandum dated August 18, 1954, reflects unanimous approval of the suggestions whereby (1) the fingerprint cards of all Security Index subjects against whose identification record a Security Flash Notice has been posted will be microfilmed and (2) that the Security Index cards maintained in the field offices will reflect under the descriptive data the fingerprint classification and FBI number of the Security Index subject.

RECOMMENDATIONS:

1. Attached for your approval is a proposed SAC Letter advising the field that the fingerprint classification and FBI number of Security Index subjects shall be placed on the reverse side of the subject's Security Index card in those instances wherein the Security Flash Notice has been posted.

RECORDED-20

EX-128

2. That this memorandum be referred to the Identification Division and the fingerprint cards of Security Index subjects be microfilmed in those instances where a Security Flash Notice has been posted

Attachments (3)

JLM:jla

*Attachments
 attached & handled
 separately
 01 OCT 13 1954*

*File
 9-2
 66-17381-430*

*File
 9-2
 06 P.S.
 2-File Insp*

against the subject's identification record. During the course of this procedure the field office should be informed of the fingerprint classification and FBI number of each Security Index subject who is also the subject of a Security Flash Notice.

Started
9/2/54
JL

3. Appropriate Manual change attached.

Spec 2
9.2
25

QMAN
R2

AK

QMK
JLM/wide

cc - Tamm

Re-write of memo
originally dated
8-26-54

12615
edw

Mr. A. H. Belmont

August 31, 1954

Mr. F. J. Baumgardner

[Handwritten signatures and initials]
10/11/54
JW

WAR PLANS

- 1) MICROFILMING FINGERPRINT CARDS OF SECURITY INDEX SUBJECTS
- 2) INCLUDING FINGERPRINT CLASSIFICATION AND FBI SECURITY INDEX CARDS

The attached Executives Conference memorandum dated August 18, 1954, reflects unanimous approval of the suggestions whereby (1) the fingerprint cards of all Security Index subjects against whose identification record a Security Flash Notice has been posted will be microfilmed and (2) that the Security Index cards maintained in the field offices will reflect under the descriptive data the fingerprint classification and FBI number of the Security Index subject.

RECOMMENDATIONS:

1. Attached for your approval is a proposed SAC letter advising the field that the fingerprint classification and FBI number of Security Index subjects shall be placed on the reverse side of the subject's Security Index card in those instances wherein the Security Flash Notice has been posted.

U.S. DEPT. OF JUSTICE
F. B. I.
266 1 2 01 NOV 24

[Handwritten note]
memo to about 10/1/54
GSE - 10/1/54

2. That this memorandum be referred to the Identification Division and the fingerprint cards of Security Index subjects be microfilmed in those instances where a Security Flash Notice has been posted

Attachments (3) REC'D IDENT DIV

JIM:jla

[Handwritten note]
Placed
10/1/54

RECEIVED - 17444

against the subject's identification record. During the course of this procedure the field office should be informed of the fingerprint classification and FBI number of each Security Index subject who is also the subject of a Security Flash Notice.

3. Appropriate Manual change attached.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 10-5-54

FROM : R. T. Harbo *RT*SUBJECT: Bureau
WAR PLANS - INTER-OFFICE
COMMUNICATIONS SYSTEM FOR QUANTICOAuxiliary Space For S.O.G.

No provision has been made for an inter-office communication system for Quantico other than the manually operated switchboard with its 60 extensions.

It is believed it might be desirable to provide an inter-office communications system between the offices to be occupied by Bureau and Departmental officials at Quantico.

RECOMMENDATIONS:

It is recommended that:

1. The Laboratory Division conduct a survey to determine the most desirable method of providing such a system.

2. That the Laboratory Division be authorized to obtain estimates of costs of the system they recommend and submit the results thereof for Executives Conference consideration.

JEM
JEM:jaw

I see no
need for
this

RECORDED-20
EX-128

66-17381-431

I concur.
H.

2 JEM
JEM:jaw

Tolson ✓
Boardman
Nichols
Belmont ✓
Harbo ✓
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

mps
McBride

li

COPIES DESTROYED

10 SEP 30 1969

61 OCT 13 1954

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

FROM : R. T. Harbo

SUBJECT:

WAR PLANS - VITAL RECORDS TO QUANTICO

Auxiliary space for S.O.G.

You will recall that the Director has O.K.'d Executives Conference action of 9/13/54 recommending certain vital records be sent to Quantico and that by memorandum to all Assistant Directors 9/24/54 instructions were issued that all such vital records should be ready for delivery to Quantico no later than 9/30/54.

Assistant Director Tamm has advised that he will be unable to complete the microfilming of the fingerprint cards of each individual on the Security Index on whom a security flash notice has been placed prior to November 1, 1954. Mr. Tamm pointed out that the great volume of microfilming involved as well as the slowness of the process and the volume of current work have caused him to set the above completion date.

Mr. Tamm advised that he is fully aware of the Director's wishes in this matter and of the importance of getting all vital records to Quantico at an early date and that he will make every effort to complete the project prior to Nov. 1.

ACTION:

The Training & Inspection Division will continue to follow the Identification Division in this matter in an effort to arrive at a completion date prior to Nov. 1, 1954.

EX-122

RECORDED-57

66-17381-432

cc - Mr. Tamm

JEM:cs

63 OCT 18 1954

Tolson

Boardman

Nichols

Belmont

Harbo

Mohr

Parsons

Rosen

Tamm

Sizoo

Winterrowd

Tele. Room

Holloman

Gandy

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

DATE: 9/24/54

FROM : R. T. Harbo ✓

SUBJECT: WAR PLANS - SECURITY OF VITAL RECORDS AT QUANTICOAuxiliary Space For S.O.C.

This memorandum is being submitted in response to your question "Just what facilities do we have at Quantico for maintaining vital records? Safe or steel cabinets?"

The attached floor plan of the basement at Quantico reflects that within the gun vault there is a separate room which is windowless and with only one door ^{which} can be locked. This room has concrete floor, ceiling and walls, is approximately 11 feet square. It is our plan to place coding materials and vital records in steel file cabinets with locks and place the cabinets in this room containing the most vital records.

Any records which cannot be placed in the room within the gun vault will be placed in steel cabinets with locks thereon in the attic. The attic is windowless and has a concrete floor with only two entrances, one of which will be sealed off. The other entrance has metal covered wooden doors on which there has been placed a steel hasp and padlock. It is our plan to place a steel gate behind these metal covered wooden doors and place a padlock on the steel gate as well. Mr. Sloan has advised that this steel gate can be installed for approximately \$50.00. It is our belief that when the steel gate is placed on the attic that it will be a virtual vault and will afford adequate security to any records placed therein.

RECOMMENDATIONS:

1. That the plan outlined above for storage of vital records at Quantico in the room within the gun vault, with the overflow of such records in the attic, be authorized.

2. That SAC Sloan be authorized to procure and install the steel gate at the attic entrance, estimated cost \$50.00.

Attachment

cc - Mr. Belmont
Mr. Sloan

RECORDED-57

JEM:cs

51 OCT 20 1954

Tolson ✓
Boardman ✓
Belmont ✓
Hogan ✓
Parsons ✓
Rosen ✓
Tamm ✓
Sizoo ✓
Winterrowd ✓
Tele. Room ✓
Holloman ✓
Gandy ✓

✓ 66-17381-433
580ty

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

FROM : The Executives Conference

DATE: 9-14-54

SUBJECT: BUREAU WAR PLANS - VITAL RECORDS TO QUANTICOAuxiliary space for S.O.G.

Tolson ✓
Boardman ✓
Nichols ✓
Belmont ✓
Harbo ✓
Mohr ✓
Parsons ✓
Rosen ✓
Tamm ✓
Sizoo ✓
Winterrowd ✓
Tele. Room ✓
Holloman ✓
Gandy ✓

The Executives Conference of 9-13-54, consisting of Messrs. Boardman, Trotter, Parsons, Sizoo, Rosen, McGuire, Mohr, Holloman and Harbo, considered the recommendations which had previously been made by each division at the Seat of Government relative to sending vital records to Quantico, which records would be needed for the immediate prosecution of the war. Their recommendation on the following items was unanimously favorable:

1. The transfer from the Richmond Office to Quantico of the following records, which heretofore have been at Richmond for safekeeping:

- a) Copy of Bureau payroll.
- b) The Bureau's personnel retirement record.
- c) Photographs of FBI personnel fingerprint cards.
- d) Photographic copies of handwriting specimens of individuals on key figure list.
- e) Photostat of suggested draft of agreement between the FBI and the Office of Censorship dated 12-15-50.
- f) Records relating to Special Agents Insurance Fund and Charles S. Ross Fund.
- g) The Atomic Energy security risk list.

2. The No. 3 copy of the Attorney General's portfolio, which is still in custody of the SAC, Little Rock, awaiting return to the Bureau in the custody of an experienced Agent per Bureau instructions in letter to SAC, Little Rock, 7-20-54. The Bureau will transmit to Quantico No. 3 copy of Attorney General's portfolio on receipt of same from Little Rock office.

cc: Mr. Sizoo
Mr. Belmont
Mr. Sloan
Mr. Harbo

NOTE: Separate memorandum submitted on Executives Conference consideration of those items recommended as irreplaceable and needed to resume normal Bureau operations after an emergency period.

JEM:jaw

124
32 OCT 14 1954

24/10/54
McGuire

1
~~3~~ A copy of the war plans of each division at SOG to include the "check list" of various things which must be done by the Domestic Intelligence Division in the event of hostilities.

4. A concise summary of:

~~1~~ Detention of Communists program (Detcom).

~~2~~ Program calling for detention of enemy diplomats (Prodip).

~~3~~ Duplicate assignment cards on cases and matters supervised in the Espionage and Internal Security Sections, Domestic Intelligence Division. There are to be revised and brought up to date on a monthly basis. It is estimated they can be stored in a 6-drawer cabinet with drawers 3"x 5"x 10".

~~4~~ A copy of the monthly listing of Soviet Bloc officials and their dependents in the United States. This list is submitted monthly by the New York and Washington Field offices and includes those persons regarding whom it is believed action would be taken to place them in protective custody for repatriation and exchange in the event of war. The volume is less than 100 pages.

~~5~~ A copy of the list of dangerous aliens attached to international organizations. This list, submitted monthly by the New York and Washington Field offices, could be referred to the Attorney General and Secretary of State for diplomatic or other action, since these aliens have legal immunities and are not amenable to custody as enemy officials. Consists of approximately 3 pages.

~~6~~ A copy of the summary of Soviet and satellite espionage activities in the U. S. This will be a narrative of Soviet and satellite espionage, together with detailed write-ups of individual subjects and will afford a basis for supervision of espionage matters in the absence of Bureau files. Estimated volume 1400 pages.

~~7~~ Security index cards. It was pointed out to the Conference that at the present time security index list now at Richmond which is to be moved to Quantico does not contain all the data which is on security index cards. By maintaining a duplicate set of security index cards at Quantico, the Bureau will have sufficient data necessary to supervise the arrests of the subjects even if files of any given field office and the Bureau are destroyed simultaneously. Although the ideal situation would be to have a copy of pertinent reports at Quantico for all security index subjects, the cost of maintaining such records would far exceed the cost of keeping the proposed duplicate set of security index cards. This set of security (over)

index cards can be reproduced mechanically at minimum cost. It is estimated that the 25,771 security index cards as of 9-10-54 can be filed in two 6-drawer cabinets designed for 5 x 8 cards.

~~10.~~ The listing of places to be searched under the master search warrant. At the present time each field office maintains a list of places to be searched. The master list is maintained in the custody of the Attorney General with a copy in room 1503 of the Justice Building. Consists of 275 places. Each place could be listed on individual 5 x 8 cards and maintained as part of security index.

~~11.~~ Key facilities list, a bound document of letter-size paper approximately 3 inches thick. Sufficient copies are available to send one out of Washington target area without requiring duplication.

~~12.~~ Semiannual summary of the activities of the Communist Party, consisting of a file size folder 3/4 inch in thickness. This document will provide a running history of the Communist Party activities immediately available at the relocation site. It is expected to accumulate at the rate of approximately 4 inches per year.

~~13.~~ A micro-film of the fingerprint card of each individual on the security index on whom a security flash notice has been placed.

~~14.~~ Security informant index cards showing security informants by name and by symbol number. This consists of approximately 1200 individuals and will take approximately 50 inches of 3 x 5 card file space.

~~15.~~ Emergency detention program surveys of each field office setting forth the administrative plans each office has formulated to place the program into operation. At present two copies of each survey are maintained at the Bureau. One copy of each will be transmitted to Quantico and as changes are submitted in the form of amended pages, appropriate changes will be submitted to Quantico for insertion in the existing plans. Two letter-size file drawers will be required to store these surveys.

~~16.~~ No number SAC Letters relating to policy and instructions in connection with the operation of the emergency detention program since 1950. They will make a file approximately one inch thick and will be kept current as new letters are issued. Mr. Belmont pointed out that these SAC Letters, copies of the security index cards, and the Attorney General's portfolio will make the Domestic Intelligence Division completely operational as far as the Detcom program is concerned.

~~16.~~ A list of Bureau Agents on foreign assignment, consisting of 7 pages, setting forth the names of the individuals involved, their home addresses and telephone numbers, as well as the office to which they are assigned.

~~18.~~ An index reflecting the identity and brief information on all informants used by liaison Agents abroad.

The Conference was advised that the foregoing items will be kept current by replacements and amended pages. Instructions will be issued relative to the disposal of the old item as revisions are made. It is anticipated that approximately three man days per month will be required to make the necessary revisions and replacements and that the items can be contained in three 5-drawer letter-size filing cabinets, in two 6-drawer cabinets designed for 5 x 8 cards and in two 6-drawer cabinets designed for 8 x 5 cards.

EXECUTIVES CONFERENCE RECOMMENDATION

Present at the Conference 9-13-54 were Messrs. Boardman, Trotter, Parsons, Sizoo, Rosen, McGuire, Mohr, Holloman and Harbo.

Conference unanimously favored storing all of the listed items at Quantico for safekeeping and emergency use during any war period which might require an evacuation from Washington.

✓

RH

9/22/54
OK
H.
Files being prepared
for shipment
by September 24.
VAF

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. L. V. BOARDMAN

DATE: September 2,
1954

FROM : MR. A. H. BOARDMAN

SUBJECT: WAR PLANS - EVACUATION

Tolson _____
 Boardman _____
 Nichols _____
 Belmont _____
 Harbo _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Sizoo _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

Bureau
 Auxiliary Space For ...

The Bureau is currently pinpointing its thinking as to evacuation of personnel who are to proceed to the Bureau's evacuation center in the event of an emergency.

The planning which is being effected must be on a practical basis; that is, if we are going to plan, we must assure ourselves the plans will work. Our current planning is that a considerable number of Bureau personnel will evacuate immediately to the relocation center in an emergency and that the families of such personnel will be taken care of by other designated Bureau personnel remaining in Washington, D. C. I do not consider this practical, bearing in mind that a Supervisor with a wife and several children will consider it his first duty to take care of his family and place them in a position where they will not be subjected to danger and will be able to secure food and the necessities of life without his assistance. It is useless to set up a system contemplating that five Supervisors and clerical personnel will ride in an automobile to the relocation center immediately, when it is very probable that Bureau personnel with families will first respond to their responsibilities to their families and then proceed to the relocation center. The net result will be that we will not have the personnel to launch and carry out the Bureau's responsibilities, which, of course, is the goal we have in mind.

It seems to me this problem should be approached realistically and that either advance plans must be made to assure evacuated personnel their families will be taken care of immediately or the evacuated personnel should be enabled to take their families with them to the vicinity of the relocation center. The later is far preferable, in my opinion, if it can be worked out.

I raise this question in the firm belief the present plan is not practical and will not achieve the results which we must have if we are going to carry out our tremendous responsibilities under emergency conditions.

20
 AHB:LL

66-17381-

RECORDED - 63

EX-125

63 OCT 18 1954

October 1, 1954

MEMORANDUM TO MR. TOLSON
MR. NICHOLS
MR. BOARDMAN
MR. TAMM
MR. HARBO
MR. MOHR
MR. BELMONT
MR. ROSEN
MR. PARSONS
MR. HOLLOWAY
MR. SIZOO

Bureau

Re: WAR PLANS - EVACUATION

Auxiliary SPACE FOR S.O.G.

You should make certain that the individuals scheduled for evacuation are quite willing to be so listed and will be available for evacuation. It is desirable for you to make certain that all employees scheduled for evacuation understand all ramifications and it would be well for you to remind them to lay plans in accordance with existing policy.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

EDM: new

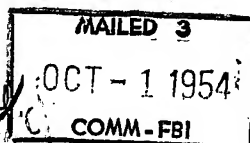
RECORDED - 63

66-17381-

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OCT 11 11 55 AM '54

OCT 11 1954

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____



OCT 19 1954

2 1954

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 9/15/54

FROM : R. T. Harbo

SUBJECT: / WAR PLANS - EVACUATION

Tolson ✓
Boardman ✓
Nichols ✓
Belmont ✓
Harbo ✓
Mohr ✓
Parsons ✓
Rosen ✓
Tamm ✓
 Sizoo ✓
Winterrowd ✓
Tele. Room ✓
Holloman ✓
Gandy ✓

Auxiliary space For S.O.G.

This is another in the series of monthly memoranda indicating the status of items being considered in connection with the Bureau's evacuation planning. The following items have not been completed:

1. Relocation Site:

On 9-9-54 the Director approved Quantico as the Bureau relocation site. A communication was directed to Mr. Arthur S. Flemming, director, Office of Defense Mobilization, 9-13-54 advising of the Bureau's change in relocation sites and requesting ODM approval of Quantico. All divisions at Seat of Government have been instructed to re-examine their war plans in light of Quantico being the new relocation site and to submit appropriate changes to Training and Inspection Division no later than 9-22-54.

2. Communications Facilities:

Shepherdstown:

No change. Shepherdstown communications facilities will not be dismantled until adequate replacement facilities have been installed at Quantico except for the microwave, which must be transferred from its present site on the Potts estate at Shepherdstown to Quantico.

Quantico:

There is now stationed at Quantico a 450 watt (CW code) radio station maintained on a truck ready to operate. This truck is on loan from the White House communications center.

The conference in recommending Quantico as the relocation site was advised as follows:

cc: Messrs. Nichols
Boardman
Belmont
Mohr
Rosen
Parsons

RECORDED - 6

EX-130

66-17361-437

25 JUL 76 05

N

1-2 JEM:nfp
OCT 14 1950

Parsons
Memo. to Tolson 9/29/54
JE-M/Jan/24
JH

Telephone - The plan calls for two telephone lines from Quantico to Fredericksburg and engineered from Fredericksburg to Richmond. One direct line from Quantico to the Bureau and a direct line from Quantico to Richmond engineered from Richmond to Baltimore circumventing Washington where at Baltimore it will connect to the present east coast line.

Teletype - The Teletype communications plan for Quantico calls for two direct teletype circuits from Quantico to Richmond depending upon the telephone company to get us out of Richmond to the destination of our call, also included is one direct teletype line from Quantico to the Bureau.

Microwave - No microwave installation can be made at Quantico until the station at Shepherdstown is dismantled and reassembled at the Quantico site.

Telephone-teletype facilities at Quantico are under the supervision of the Records and Communications Division. All radio installations at Quantico are under the supervision of the Laboratory.

3. Office Space - Relocation Site:

A tentative assignment of working space at Quantico will be submitted 9-20-54, McArdle, Training and Inspection Division handling.

4. Chain of Command:

All members in the chain of command as recommended by Executive Conference and approved by the Director 8/12/54 have been notified of their responsibilities in connection therewith. Those SAC's previously designated as members of the field chain of command have been instructed to return all communications and documents previously made available to them relative to their being in the chain of command.

5. Supplies and equipment:

All supplies previously determined as necessary at relocation site now in storage at Quantico. Administrative Division will provide office equipment for relocation site upon determination as to necessary items by each division. These items will be placed in storage at Quantico.

Expedite this
9-19

6. Essential Working Records:

Present plans do not call for duplication of any Bureau files at evacuation headquarters. Executives Conference 9/13/54 recommended transferring from Richmond to Quantico those records now maintained at Richmond and to transfer to Quantico duplicate copies of 16 items recommended by Domestic Intelligence Division including duplicate copy of security index, assignment cards of cases presently pending in Espionage and Internal Security Sections, Domestic Intelligence Division, as well as an estimated 1400 page summary of espionage activities in the United States.

7. Disposal of Files After Alert Warning:

General Services Administration 8-4-54 advised their automotive equipment, upon receipt of an alert, will be dispersed to perimeter areas to preserve it for further use. Therefore, only those files and records which are out of the target area prior to the alert and such files and records as individual evacuees may be able to carry will be available at a relocation site. National Security Agency has advised there is no known satisfactory way of destroying large volume of records. Liaison has determined Office of Defense Mobilization not contemplating issuing instructions as to when records should be destroyed or which records should be destroyed, pointing out that each agency is in a far better position to determine what records should be destroyed to keep them from an invading enemy than is the Office of Defense Mobilization. Laboratory continuing to follow developments in methods of destruction. To date no method more desirable than burning has been found.

8. Highways and Free Movement of Personnel:

Val Peterson, administrator, Federal Civil Defense Administration, today advised he is requesting all state Civil Defense organizations to grant full freedom of movement to Bureau personnel on all highways and all areas through use of Bureau credentials and identification cards. A communication has been directed to the Chief of the Transportation Department of the Army concerning need for free movement of FBI personnel in the event any part of the country is placed under martial law. Bureau was advised on 8-2-54 that staff coordination within the Army was necessary to implement a policy. No further response has been received to date. Liaison following.

9. Advice to Bureau Officials on Receipt of Alert:

Alerts received during nonworking hours will come from Command Post at the Pentagon over direct line to Bureau switchboard, thence to Mr. Belmont's office. Employee on duty will immediately contact Mr. Belmont or person acting for him and Mr. Boardman. Messrs. Boardman and Belmont will evaluate the information thereafter Mr. Boardman will advise the Director. Mr. Belmont will advise Mr. Tolson, Mr. Nichols and the Attorney General. Thereafter Messrs. Hennrich, Keay and Cleveland, Domestic Intelligence Division and night duty supervisor, Investigative Division having been notified by night duty supervisor in Mr. Belmont's office, will notify other Bureau officials and the first individuals in the Department Chain of Command.

10. Emergency Generators:

To provide electrical power to code room, to operate teletype machines, switchboard, CW(Code) radio and limited lighting for offices of the Director, Mr. Tolson, Mr. Nichols, Mr. Boardman and the Domestic Intelligence Division. General Services Administration requested to install by department on 8-5-54. Installation will begin between September 20 and 25 and it is estimated it will be completed by GSA electricians in 120 days. Newman of Administrative Division following.

11. First Aid Training:

Classes in First Aid Training will be resumed 9-20-54 per Executives Conference Consideration 7/17/54

12. A concise but complete document setting forth Bureau war plans including emergency detention program and program calling for the detention of diplomats of enemy nations will be prepared for use by Bureau chain of command when all details of bureau war planning have been ironed out.

[Handwritten signature]

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *V.*

DATE: 9-27-54

FROM : R. T. Harbo *RT*SUBJECT: *B* BUREAU WAR PLANS - Auxiliary *Callahan*
EVACUATION *to Ellsberry*
Program

SPACE FOR S.O.G.

Tolson ☒
Boardman ☒
Belmont ☒
Harbo ☒
Mohr ☒
Parsons ☒
Rosen ☒
Tamm ☒
Sizoo ☒
Winterrowd ☒
Tele. Room ☒
Holloman ☒
Gandy ☒

Reference is made to my memorandum 9-15-54, entitled as above on which you noted that the matter of supplies and equipment to Quantico should be expedited.

Basic supplies such as paper, paper clips, abstracts, pencils, etc. have been at Quantico since 8-12-54. Estimates as submitted by each division for equipment such as chairs, tables, desks, typewriters, etc. necessary at Quantico have been received and compiled by Training and Inspection Division. The compilation has been made available to the Administration Division where it will be reviewed to determine what equipment now at Quantico and in storage in the GAO Building in Washington can be used at Quantico, thus a determination can be made as to what items of equipment will have to be procured and stored at Quantico for use in an emergency. This matter is being followed closely by the Training and Inspection Division, and will be expedited insofar as possible.

You also noted on referenced memorandum with reference to essential working records to Quantico "When will this be done?" There will be ready for transmittal to Quantico on Monday, September 27, a goodly quantity of these records according to Mr. Belmont, of the Domestic Intelligence Division, who has also advised that all items from the Domestic Intelligence Division will be ready for Quantico on October 1, 1954.

Mr. Tamm has advised that the microfilming of the fingerprint cards of those individuals on the Security Index on whom a Security Flash Notice has been placed will be completed 11-1-54.

ACTION:

The Training and Inspection Division will closely follow and expedite the matter of getting equipment to Quantico and insuring that essential working records are there available at the earliest possible date.

JEM:jjg

COPIES DESTROYED

10 SEP 30 1969

57 OCT 12 1954

RECORDED - 6
EX-130

66-17361-438

*Adm. Div. will obtain
rec. items under each
info. group of 100
10/1/54*

AIR TEL 10-7-54

SAC, RICHMOND PERSONAL ATTENTION

WAR PLANS - RECORDS DEPOSITORY. REBULET 9-24-54 INSTRUCTING THAT YOU EXPEDITE THE TRANSFER OF THOSE VITAL RECORDS NOW IN YOUR CUSTODY TO THE SAC AT QUANTICO. IF THESE RECORDS HAVE BEEN SHIPPED, PLEASE ADVISE DATE AND YEARS USED; IF NOT, PLEASE ADVISE BY RETURN AIR-TEL THE DATE YOU PLAN TO COMPLETE THIS TRANSFER.

HOOVER

cc: SAC, QUANTICO

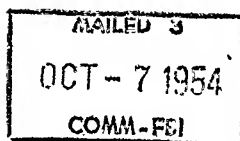
JEH:jaw

AIR TEL

RECORDED - 23

66-17381-439
OCT 11 1954
80

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____



61 OCT 15 1954

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo *RH*

DATE: 10/1/54

FROM : G. C. Gearby *GC*SUBJECT: EMERGENCY PLANNING
TRAINING SECTION LECTURE FILES

Tolson	
Boardman	
Nichols	
Belmont	
Harbo	<i>RH</i>
Mohr	
Parsons	
Rosen	
Tamm	
Sizoo	
Winterrowd	
Tele. Room	
Holloman	
Gandy	

Pursuant to the suggestion of Special Agent J. E. McArdle, Supervisor of Emergency Planning, the lecture files of the Training Section have been reviewed. Duplicate copies of pertinent material necessary for retention in the event of an emergency has been segregated in one file cabinet #301. By way of preparedness, this cabinet should be moved to Quantico which I understand to be the relocation center for Training and Inspection Division.

RECOMMENDATION:

That the one cabinet containing duplicate copies of essential pertinent training material be moved to Quantico for use in an emergency period.

*RH 10-4**OK 10/1/54**GC**66-17281-440*

RECORDED-45

29 OCT 11 1954

INDEXED-45

EX - 107

*McArdle**2-M*
TRAINING FILES

61 OCT 19 1954

*Peris to Quantico
10/7/54 Via Bureau
Thurs - /gm.*

GC

*0 Buitone 11/1/54: Auxiliary space
For S.O.G.*

CED:nfp

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

FD-36	
Mr. Tolson	_____
Mr. Boardman	_____
Mr. Nichols	_____
Mr. Belmont	_____
Mr. Harbo	_____
Mr. Mohr	_____
Mr. Parsons	_____
Mr. Rosen	_____
Mr. Tamm	_____
Mr. Sizoo	_____
Mr. Winterrowd	_____
Tele. Room	_____
Mr. Holloman	_____
Miss Gandy	_____

5252

ATP:GTC
Transmit the following Teletype message to:

FBI RICHMOND

10-8-54

AIRTEL

DIRECTOR, FBI ~~(558036)~~ - REGULAR MAIL

PERSONAL AND CONFIDENTIAL

Bureau
WAR PLANS - RECORDS REPOSITORY. REBUAIRTEL 10-7-54. SEE RH LET
Auxiliary space for S.O.G.
10-6-54 STATING THAT UACB RECORDS WILL BE PERSONALLY DELIVERED BY
ME TO SAC, QUANTICO OCTOBER 13, 1954 ON WHICH DATE WILL BE
PROCEEDING QUANTICO FOR FIREARMS TRAINING.

POTTER

66-2379

REGISTERED MAIL

*10-10-54 returned
per II 10/12/54/jm*

EX-12

*① J. G. Hartley (SAC)
10/12/54
2. Meade
6i*

RECORDED-29

66-17331-441

03 OCT 18 1954

Approved: *ATP*
Special Agent in Charge

Sent _____ M Per _____

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI ~~(55-8886)~~

DATE: 10-6-54

FROM : SAC RICHMOND (66-2379)

PERSONAL & ~~CONFIDENTIAL~~

SUBJECT: WAR PLANS - RECORDS REPOSITORY

Auxiliary SPURF

ReBulet to Richmond 9-24-54 instructing that certain vital Bureau records in the possession of the Richmond Office should be transferred to the SAC at Quantico and that full security of the records must be insured in making the transfer.

UACB it is contemplated that these records will be personally delivered by me to the SAC at Quantico on October 13, 1954. It is necessary that I proceed to Quantico on that date for firearms training and, accordingly, the transfer will be made with the records in my personal possession in a Bureau car accompanied by other Agents of this office. I feel that full security will be insured in this manner. Actual transfer of the records will be confirmed.

ATP:GTC

REGISTERED MAIL

EX-122

RECORDED-24

66-17381-

OCT 12 1954

OCT 8 1954

442

Handwritten signatures and initials:
M. G. ...
2-8
C. A. ...
5 AR

63 OCT 18 1954

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

DATE: 10-7-54

FROM : R. T. Harbo RJ

SUBJECT: WAR PLANS - EVACUATIONAuxiliary Space For Radio

In accordance with the Director's instructions to handle all evacuation planning immediately, set forth below is the status of unfinished items:

1. Communications

(a) Telephones and Teletypes. Mr. McGuire, Records and Communications Division, has advised he has been informed by the telephone company that it will take approximately four weeks to complete the necessary installation. A memorandum has been submitted today setting forth recommendations as to where the telephones should be installed in the Academy to be used by Mr. McGuire in completing the installation.

(b) Radio. SAC Sloan at Quantico has made a formal request of the Commandant, U. S. Marine Corps, for clearance for installation of the necessary antennas. Mr. Sloan anticipates an affirmative answer within 48 hours.

Mr. Conrad of the Laboratory has advised that it will take 7 to 10 days to install the 450 watt C.W. (code) radio after formal clearance for the erection of the antennas has been received; that it will take 5 days to install the F.M. (automobile) station and approximately 6 weeks to dismantle the microwave station at Shepherdstown and reinstall it at Quantico. Mr. Conrad advised that the Motorola Corporation, which is anticipated will make the move of the microwave station, is now preparing cost estimates on the matter.

2. Vital Records to Quantico

The SAC at Richmond has been instructed to forward all vital records in his possession to the SAC at Quantico for safekeeping. Mr. Sloan advised that these records have not as yet arrived. The SAC at Little Rock, who still has custody of the No. 3 copy of the Attorney General's portfolio, has again been instructed to be alert to the possibility of forwarding the portfolio to the Bureau with the next

cc: Messrs. Nichols, Boardman, Belmont, Parsons, Tamm

JEM:jaw
COPIES DESTROYED
10 SEP 30 1969
58 OCT 22 1954

RECORDED-57

66-17381-443
OCT 13 1954

EX-130

Tolson
Boardman
Nichols
Belmont
Malone
Mohr
Parsons
Rosen
Tamm
 Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

experienced Agent coming to Washington from the Little Rock office. The duplicate copies of the security index cards will be sent to Quantico 10-7-54 along with the summary of Soviet and satellite espionage activities in the United States. There will also be forwarded to Quantico 10-7-54 one copy of each of the war plans of the various divisions at the SOG. Mr. Tamm advises that the micro-filming of fingerprint cards of security index subjects on whom a security flash notice has been prepared will be completed about November 1, 1954. All other vital records as set forth in Executives Conference memorandum of 9-14-54 are at Quantico.

3. Office Space - Relocation Site

A revised memorandum showing tentative office assignments at Quantico is being submitted 10-9-54.

4. Equipment

A memorandum setting forth the recommended equipment for emergency use at Quantico is being submitted 10-9-54.

5. Emergency Generators

The most recent information from the Administrative Division reflects that General Services Administration, who had previously planned to install the generators with their own personnel, will now have this done by private contractor. No information available on estimated completion date.

6. First Aid Training

Classes in first aid training were resumed 9-24-54. It is anticipated that 7 classes of 21 hours each, with an estimated 30 in attendance, will be necessary.

7. Highways and Free Movement of Personnel

Federal Civil Defense Administration has requested all state Civil Defense organizations to grant full freedom of movement to Bureau personnel on all highways and in all areas where an employee identifies himself or herself by Bureau credentials or identification card. Civil Defense motor vehicle passes have been distributed to Seat of Government officials and are being distributed to each SAC. On 8-2-54 the Bureau was advised by the Chief of Transportation, Department of the Army, that staff coordination within the Army was necessary to implement a policy permitting free movement of Bureau personnel even though martial law is placed into operation. No additional information has been received to date. Liaison following.

8. Coding Materials

On 9-27-54 approval was granted to forward certain cryptographic materials to Quantico for safekeeping. Communications Section has estimated that these materials will be ready for transmittal to Quantico in approximately two weeks.

9. Payroll

Payrolls and other necessary disbursements during an emergency or an evacuation, according to the Treasury Department, will be handled on a regional basis and the "highest surviving officer" in any field division can designate the payroll or certifying officer. The certifying officer will have to be bonded. However, it will be possible to take care of this procedure "on the spot". The Treasury Department advises that these matters are now in the formative stages and specific instructions have not been issued to the regional offices. Liaison and Administrative Divisions following.

10. Boat

The Director has authorized Mr. Nichols to make appropriate contact with the Navy in an effort to procure, on a loan basis, a 40 or 45 foot aircraft rescue boat. Mr. Nichols handling.

11. First Aid Supplies at Quantico

Quantico has what appears to be sufficient first aid supplies to handle approximately 150 individuals during periods of emergency. Bureau Health Service (Administrative Division) is going over Quantico first aid supply inventory and will augment the supply where necessary.

- - - - -

When the above items have been completed, the Training and Inspection Division will complete preparation of a document to be used as a ready reference by the chain of command now at the Seat of Government and those members of the chain of command now in the field.

Jm

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. ~~W~~ BELMONTDATE: October 4,
1954

FROM : MR. F. J. BAUMGARDNER

SUBJECT: WAR PLANS - VITAL RECORDS TO QUANTICO

Tolson _____
 Boardman _____
 Nichols _____
 Belmont _____
 Harbo _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Sizoo _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

Auxiliary space for S. O. S.

Reference is made to the Executives Conference memorandum dated September 14, 1954, concerning the preparation of duplicate records for retention in Quantico for use in the event of an emergency.

Photostats of alphabetical 3x5 active security informant index cards have been made and are maintained in Quantico.

There are attached ten Photostats of additions which should be placed in this index at Quantico, alphabetically and by Field Division.

The following Photostats now in Quantico should be destroyed as the informants named are no longer active:

Cleveland -
 Los Angeles -
 Milwaukee -
 New York -
 Philadelphia -
 Seattle -

b6
 b7C
 b7D

ACTION

RECORDED-101

It is recommended that this memorandum and attachment be sent by the Mail Room to Quantico in order that the necessary action may be taken. When Quantico has taken action, this memorandum should be returned to the Security Informant Desk for filing.

Attachment
 JDD:DE

Done - JCB
 10-11-54

OCT 20 1954

282

16

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *ABZ*DATE: 10/6/54 *ABZ*FROM : MR. F. J. BAUMGARDNER *ABZ*SUBJECT: WAR PLANS - VITAL RECORDS TO QUANTICO

Mr. Tolson	✓
Mr. Boardman	✓
Mr. Nichols	✓
Mr. Belmont	✓
Mr. Harbo	✓
Mr. Mohr	✓
Mr. Parsons	✓
Mr. Rosen	✓
Mr. Tamm	✓
Mr. Sizoo	✓
Mr. Winterrowd	✓
Tele. Room	✓
Mr. Holloman	✓
Miss Gandy	✓

1. Executives' Conference memorandum dated 9-14-54 under item 9 approved the maintenance of duplicate Security Index cards.

Pursuant to the Executives' Conference memorandum the duplicate set of all Security Index cards has been prepared by the Statistical Section. The cards are presently maintained in two six-drawer steel cabinets maintained in Room 1509 and have been made ready for shipment to Quantico by the insertion of filing guides necessary to expedite filing at Quantico in keeping the Security Index up to date.

Maintenance of Security Index Cards At Quantico, Virginia

As soon as the duplicate set of cards are received at Quantico, Virginia, the Security Index Desk will begin sending information and additional Security Index cards to the SAC at Quantico in order that the cards can be kept up to date. Material which will be sent will consist of new cards being added, amended cards reflecting changes which will replace cards in the duplicate set and cancellations from the Security Index which will require the removal and destruction of such cards already in the duplicate set. Each operation necessary at Quantico, Virginia, will be handled by placing appropriate stamped instructions on the cards forwarded to the SAC there. Mr. Luther Blake who has been assigned by SAC Sloan at Quantico to handle the filing matters in connection with the Security Index has visited the Security Index Desk and has been instructed in procedures for handling the matter. A Security Index card for each change made in the Security Index will be forwarded to Quantico and it is the responsibility of the SAC at Quantico to see that all adjustments in the Security Index are taken care of on a daily basis in order that the duplicate Security Index can be maintained in a current status.

PLG:mjt

RECORDED-101

66-17381-446

cc - SAC, Quantico

OCT 22 1954

Likewise all cards reflecting an adjustment in the Security Index will be forwarded to the SAC at Quantico by registered mail on a daily basis from the Security Index Desk. Although the number of adjustments to the Security Index varies from week to week, it is estimated that the number of adjustments during an average week will run between 400 and 500.

2. Executives' Conference memorandum dated 9-14-54 under item 10 approved the maintenance at Quantico, Virginia, of the list of places to be searched under the Master Search Warrant.

Pursuant to the Executives' Conference memorandum an individual yellow colored 5x8 card has been prepared to describe each place listed for search under the Master Search Warrant. These have been prepared on yellow cards in order that they will not be confused with the 5x8 white Security Index cards. Each card contains the same information in regard to the premises to be searched as is in the possession of the Attorney General for attachment to the Master Search Warrant in the event of an emergency. The Master Search Warrant cards are maintained in one of the cabinets with the Security Index and are appropriately labeled.

Maintenance of Master Search Warrant Cards at
Quantico, Virginia

Upon the receipt of data from the field containing information which requires an addition, deletion or amendment to the Master Search Warrant list of premises, appropriate memoranda are submitted to the Department in order that the list of premises to be searched under the Master Search Warrant is kept current. Each time an adjustment by an addition, deletion or amendment is necessary to keep the cards which will be maintained at Quantico in a current status a new 5x8 yellow card will be forwarded to the SAC at Quantico with appropriate instructions regarding the adjustment necessary. The instructions to the SAC at Quantico will be submitted in the form of a memorandum to Assistant Director A. H. Belmont recommending that it be routed to the SAC at Quantico. Upon receipt of the memorandum at Quantico the appropriate action will be taken, a notation indicating the action has been completed will be made on the memorandum and it will be returned to the Internal Security Section where it will be sent to the appropriate Bureau file recording the completion of the transaction.

RECOMMENDATION:

It is recommended that this memorandum be referred to the Training and Inspection Division to advise of compliance with the recommendations contained in Executives' Conference memorandum dated September 14, 1954, under items 9 and 10. The file cabinets containing the duplicate Security Index cards will be maintained in Room 1509, Justice Building, pending their transportation to Quantico and will be maintained in a current status until such time as they are removed.

ADDENDUM: 10/7/54

The two file cabinets described above containing duplicate Security Index cards and places for search under the Master Search Warrant were removed from Room 1509 at 9:30 a.m., today, for transportation to Quantico. Special Agent I. M. Miller of the Washington Field Office accompanied the files on the trip to Quantico.

PLC:mjt

PH
Haw
fr.

1
Paw

Wk
PLC

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: October 13, 1954

FROM : L. B. Nichols

SUBJECT: WAR PLANS - EVACUATION

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Auxiliary - E For 3000

With reference to the Director's memorandum of October 1, 1954, as captioned above instructing that employees scheduled for evacuation understand all the ramifications involved in evacuation plans, I wish to advise that all of the employees scheduled for evacuation in the Division, along with alternates, have been advised of their designation and have been reminded that their plans be made now in order that they could be available in the event it was necessary to evacuate to a relocation site.

This item is checked with the employees involved periodically as our war plans are brought up-to-date, particularly as we are making adjustments in evacuation schedules and all employees understand exactly what may be required of them.

cc: Mr. Harbo
attn. Mr. McArdle

JJM:arm

EX-122

RECORDED-101

62-17021-447

OCT 20 1954

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 9/27/54

FROM : A. E. LEONARD

SUBJECT: *OBureau* WAR PLANS - EVACUATION *Auxiliary space*
For 10.10.

Mr. Tolson	_____
Mr. Boardman	_____
Mr. Nichols	_____
Mr. Belmont	_____
Mr. Rosen	_____
Mr. Mohr	_____
Mr. Parsons	_____
Mr. Tamm	_____
Mr. Winterrowd	_____
Tele. Room	_____
Mr. Holloman	_____
Miss Gandy	_____

In the event it becomes impossible for the Statistical Section to continue to operate in its permanent location, it is contemplated we would not attempt to continue any of our operations during the emergency period except for payroll and security index. Since our function in the security index program is strictly the mechanical processing of the data, no attempt would be made to continue that function unless we were able to evacuate the necessary machinery. Our plans for continued operation of payroll are based on three emergency conditions. Only under the first condition would we continue to operate the security index. There would be considerable merit to the evacuation of this section to the Richmond Field Office since various machines such as typewriters and adding machines as well as paper supplies would already be available. In addition, the Treasury Department has a Regional Disbursing Office located in Richmond which would facilitate the preparation of payrolls.

CONDITION I

Sufficient warning would be given and sufficient facilities would be available to evacuate key personnel and key IBM equipment.

A. Employees to be evacuated under such circumstances are as follows: A. E. Leonard, Maurice F. Row, William M. Robinson, M. Ivon Soden, Erna M. Napersky, and Leland A. Lynn.

B. Equipment to be evacuated under such circumstances would be as follows: One 407 tabulator, one 082 sorter, one 024 punch, one 552 interpreter, one 519 reproducer, one 101 electronic statistical machine, one 604 electronic calculator, and one 089 collator. Approximately 200,000 tabulating cards and 20 file cabinets.

RECORDED

66-17331- 448

MFR:eac;mwp

58 NOV 1 1954

CONDITION II

Insufficient warning and/or insufficient facilities to evacuate mechanical equipment but key employees available and evacuation headquarters intact.

A. Employees to be evacuated under such circumstances are as follows: A. E. Leonard, Maurice F. Row, William M. Robinson, M. Ivon Soden, Erna M. Napersky, and Leland A. Lynn.

B. No machine equipment or supplies would be evacuated.

C. Immediate arrangements will be made to forward to the evacuation point a copy of each payroll, a copy of the current GAO regulation and a current salary table concerning the manual preparation of payroll, microfilm of employees retirement and earnings records. (once a year)

Under this condition we would revert immediately to a manual payroll procedure, all the necessary records and information being available at the evacuation point. It would be necessary, of course, to add additional employees either from the present staff or recruitment as soon as emergency conditions permit.

CONDITION III

Destruction of permanent and evacuation headquarters and other conditions that would make it impossible to prepare a centralized payroll.

Memorandum of Mr. Roach to Mr. Belmont sets out in detail Treasury Department's war plans for decentralized disbursement for payrolls and other items. Briefly, it provides that the highest surviving officer in any field division would be the person to designate the certifying officer who would certify as to the vouchers for payrolls and other disbursements. The Treasury Department has already made arrangements with its regional offices to honor such vouchers. In addition, Treasury Department will have mobile disbursing units available in the event a regional office is unable to function. A copy of the GAO current regulation for the manual preparation of payroll together with brief instructions will be forwarded to each field division and also a current salary table. It is contemplated that each field office will type a payroll listing showing name and net pay only using as their source current information in their files concerning the identity and salary of employees to be paid with reference to the salary tables for the amount of net pay to be received.

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: 9/17/54

FROM : The Executives Conference

SUBJECT: WAR PLANS - VITAL RECORDS NEEDED FOR RESUMPTION
OF BUREAU OPERATIONS AFTER AN EMERGENCYAuxiliary space for S.O.C.

On September 13, 1954, the Conference consisting of Messrs. Boardman, Trotter, Parsons, Sizoo, Rosen, McGuire, Mohr, Holloman, Belmont and Harbo, considered the following items which had been suggested by divisions at the Seat of Government for duplication and sending to Quantico for retention, these records not being classed as needed during a war emergency period but which were considered necessary for resumption of normal Bureau operations after a war period.

1. The Records and Communications Division suggested one copy of each Records Section manual be stored at Quantico for safekeeping. These manuals contain a great deal of technical detail concerning working operations in the Records Section which would be extremely valuable should it be necessary to start anew in the establishment of a central set of records at the Seat of Government.

Messrs. Mohr, Trotter, Parsons and Boardman were opposed. Messrs. Sizoo, Rosen, McGuire, Belmont, Holloman and Harbo favor this proposal.

2. The Records Section proposes that a duplicate set of index cards pertaining to present employees in the Records Section be retained at Quantico. This index would show the name, home address and telephone number and type of training of each Records Section employee. Records Section believes this would be extremely valuable in reconstructing the Bureau records after a war emergency.

Mr. McGuire recommended favorably as to this proposal. Messrs. Mohr, Trotter, Parsons, Sizoo, Belmont, Boardman, Rosen, Holloman and Harbo were opposed.

cc - Mr. Sizoo
Mr. Harbo
Mr. Sloan

OCT 22 1954

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

RECORDED - 55

66-17381-449

EX - 107

Transmitted to Mr. Harbo
dated 10-10-54
cc: Mr. Harbo
cc: Mr. Sloan

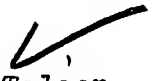
Mr. [Signature]
[Signature]
[Signature]


*Sancho to Quantico
9-29-54*

3. The Laboratory suggested that a duplicate copy of the Typewriter Standards File be retained at Quantico. This material has already been duplicated and requires approximately one file drawer of space. It is the only means of establishing the make of a typewriter used to prepare an anonymous communication and this type of reference collection would obviously be highly valuable to the Bureau.

Messrs. Mohr and Rosen were opposed. Messrs. Trotter, Parsons, Sizoo, Belmont, Boardman, McGuire, Holloman and Harbo, *Tolson* favored this proposal.

Respectfully,
For the Conference


Clyde Tolson



*MS.
H*

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS *W. G. Eames*

DATE: 10-12-54

FROM : W. G. EAMES *E*SUBJECT: *War Plans* ~~WAR PLANS~~ VITAL RECORDS NEEDED FOR RESUMPTION OF
BUREAU OPERATIONS AFTER AN EMERGENCY

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

SYNOPSIS:

The Executives Conference memorandum dated 9-17-54, approved storage of Records Section Manuals at Quantico. Manuals now packed ready for shipment and Mechanical Section advised.

RECOMMENDATIONS:

(1) That instant memorandum be referred to the Mechanical Section for their attention in connection with the shipment of this material to Quantico.

(2) That instant memorandum be referred to the Training and Inspection Division for their information in connection with the handling of War Plans.

RECORDED - 55
INDEXED - 55

66-17311-450

Sent to Quantico
10/18/54
RSM

EX-967

OGM:wab

cc: SAC Sloan - Quantico

53 OCT 22 1954

Memorandum to Mr. Nichols

10-12-54

Re: War Plans - Vital Records Needed For Resumption
Of Bureau Operations After An Emergency

DETAILS:

The Executives Conference memorandum dated 9-17-54, approved the suggestion by the Records and Communications Division that one copy of all Records Section Manuals be stored at Quantico for safekeeping. Instant memorandum is to advise that one set of all Manuals and Guides has been packed ready for shipment by the Mechanical Section. It is estimated that this material should occupy approximately one file drawer.

In view of the fact that it may be necessary at some future date to delete or insert pages in these manuals, one copy of instant memorandum is being designated for Special Agent in Charge H. L. Sloan at Quantico. The following is a list of the Manuals and Guides.

MANUALS:

Records Section Policy Memo
Guard Manual

GUIDES:

Classifying Guide
Analyst Guide
Mail Change Guide
Correlation Guide
Courier Service Guide
File Review Guide
Filing Unit Work Guide
Locate Guide
Special Searching Guide
Lamination Guide
Card Filing Guide
Subject Card Guide
Case Assignment Guide
Searching Guide

GUIDES:

Messenger Service Guide
Name Check Guide
Mail Numbering Guide
Personnel Service & Processing Guide
Abstract & Reference Card Guide
Master Guide
Working Guide
Mail Checking Guide
Mail Routing Guide
Expedite Processing Guide
Stop Desk Guide
Employees Security Form Guide
Abstract Guide
History of Abstract Unit
Instructors Guide

BUPLANS - EMERGENCY HEADQUARTERS FOR S.O.G. 66-17381
SUBJECT FILE NO.

FOLLOWING SERIALS REMOVED FROM FILE AND
DESTROYED IN ACCORDANCE WITH AUTHORITY
CONTAINED IN 66-17380-1717

438

445

10/1/69 #10

DATE _____

INITIALS _____